United States Department of Education (ED)
Office of Postsecondary Education (OPE)
Federal TRIO Programs (TRIO)

User's Guide for the Student Support Services Annual Performance Report Website

February 2013

Presented by

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1 Overview

1.1 Introduction

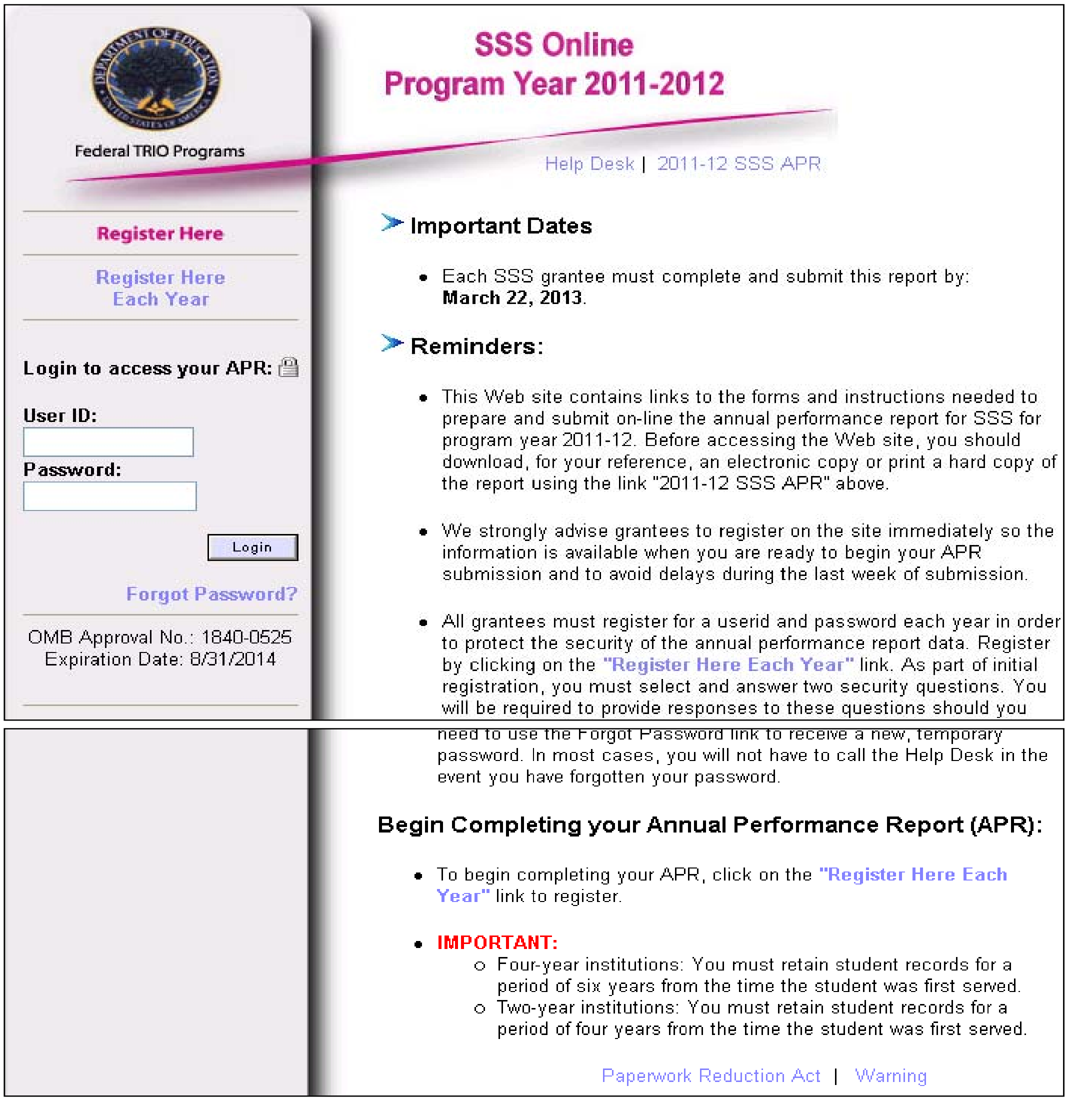
The Federal TRIO Programs, within the Office of Postsecondary Education (OPE) at the United States Department of Education (ED), has designed the Student Support Services Online Web Tool so that grantees can prepare and submit the Annual Performance Report (APR) data.

1.2 Accessing the Site

The APR site is available at the following URL: https://trio.ed.gov/sss

An Internet browser is required to access, complete and submit the SSS APR. Netscape and Internet Explorer (IE) are acceptable (and common) browsers that may be used to access the SSS APR Web site.

The Home page ("Index" page) for the SSS APR Web site is shown below.



1.3 Features of the Site

There are several features of the site. They are summarized below.

1.3.1 Standard Objectives Report

The information in this report was retrieved from the approved ***"Student Support Services Program Profile"*** of the application package as provided by the project; Grantees will be able to view the report when this tab is clicked.

1.3.2 Individual Participant Data (Section II of the APR)

The record structure for the participant list (Section II) contains 36 fields. The participant data file must include all 36 fields in the same order as listed in Section II.

You must submit the participant list in either Excel or CSV format. Column names in the file must match the "Database Column Names" provided in a downloadable document, accessible through the *Section II - Individual Record Structure* hyperlink on the main Section II page of the APR. The names and order of the columns must match the record structure outlined in the Individual Record Structure document. The system will identify and inform you of any errors in your record structure.

The Web application provides four options for starting the data submission process for Section II:

- Download an Excel file of the 2010-11 SSS APR data; update the file and then upload directly to the Web form.
- Upload an Excel/CSV file directly to the Web form. Please make sure that the file uploaded accurately reflects the correct new field order and field names are spelled correctly.
- Transfer certain data fields from the Tier 1A data file and update and add records online.
- Enter participant data directly into the Web form.

If you are unable to prepare an Excel (or CSV) file using your existing database, you have the option of transferring last year's data directly into the Web form or entering student data directly into the Web form.

For security purposes, the participants' social security numbers (SSNs) have been removed from the Excel files with last year's submitted data, which are available to download from the site. You must enter each participant's social security number before uploading the updated file.

After successfully uploading, transferring, or entering participant data, the Table View screen displays. It is sorted by Data Validation Error. You may click on the other column headings to sort in a different order. The only column by which you may not sort is First Name.

1.3.3 Participant List and Data Error Report (Section II of the APR)

Once the file is uploaded or the data are entered online, a participant report will be generated that lists all of the participants on your data file. To view this report, you must be in Section II, which is the window that displays the Table View. For each participant record with errors, the report will display the specific data field(s) that require corrections.

1.3.4 Review and Submit Process

The APR submission process includes a two-tiered system for evaluating the quality of the participant data.

The first tier data checks include the following:

- **Cohort Comparison Report.** The purpose of this report is to ensure that no additional students who were not part of the 2010-11 APR cohorts are added to the 2011-12 APR cohorts as doing so may impact your prior experience points. This report compares the number of students in your 2011-12 APR data file submission to that of the 2010-11 APR data by the Cohort year.
  In addition, the Cohort Comparison Report provides information on:
  (1) the number of students for whom you provided project services in 2011-12 that fall outside the cohorts,
  (2) new participants served in 2011-12, and
  (3) new summer participants served in 2011-12.

- **Funded Rate and Eligibility report**. Provides information on the: (a) number and percent of participants funded to serve and served and (b) number and percent of participants served who were low-income and first-generation, students with disabilities (including disabled students who were also low income), and if applicable, (c) number and percent of all disabled students who were also low-income. If your funded rate is below 100%, you will be asked to review the data file to determine if you correctly updated the participant status field and/or included records for all participants served in 2011-12. You will also be given an opportunity to review the data and make the necessary changes to your data file if you did not meet your funded numbers. If you determine that the data file is correct, you will be asked to provide an explanation for the low funded rate.

- **Critical Fields report.** Provides a percentage of participant records with "unknown/no response" for nine data fields that we have determined are critical for analyzing project and program outcomes. Since "unknown/no response" do not provide usable information for data analysis, we are asking you to review fields for which 10% or more of the records have "unknown/no response" and either correct (or update) the data or provide an explanation as to why the data are not available.

You will be required to correct data errors in the participant data file and pass the first tier data checks prior to submitting the APR.

After the initial submission of the APR, the second tier data checks compare the 2011-12 participant data with your 2010-11 data file. If you did not submit an acceptable participant data file in 2010-11, you are excluded from these data quality checks.

The second tier data checks include the following:

- **<u>Match to Prior report</u>.** Compares the participants on the 2011-12 APR with the 2010-11 data for your project to ensure that you have included the required participants on the 2011-12 file. For 4-year institutions this includes all participants in the 2010-11 APR data file with cohorts between 2006-07 and 2010-11. For 2-year institutions this includes all participants in the 2010-11 data file with cohorts between 2008-09 and 2010-11. For those participants for whom you are required to provide information and who are not included in the 2011-12 will be displayed on the screen. You must add all the student records on this report to the 2011-12 file and update the data fields for these participants.

- **<u>Student Cohort Year report.</u>** This report compares the data provided in field #21 (Student Cohort Year) of both your 2011-12 and 2010-11 APR data your project submitted. Those participants on the 2011-12 data file whose student cohort year (field #21) is different from the 2010-11 data are displayed on the screen. Please note that once the cohort year has been established you are not allowed to change it.

2011-12 Prior Experience (PE) Points report. New in 2011-12 is the Prior Experience (PE) Points Report. After you successfully submit your APR, the system will generate a report that shows the Prior Experience (PE) points earned for the 2011-12 reporting (assessment year). Your PE points are calculated using the student-level data you submit via the online system for reporting period 2011-12 and are based on your project's approved objectives. The Department will not accept any changes to the project's 2011-12 data once you have completed the submissions of your 2011-12 APR.

The APR will not be accepted until the participant data file passes both the Tier 1 and Tier 2 edits.

2 Registration for First Time Users

Grantees are required to register on the site before receiving their userid and password. An overview of the registration process follows. **Note**: Even if you registered last year, you must register again in order to access the 2011-2012 APR Website.

Registration Online. In order to receive a userid and temporary password, grantees must register online via the *Register Here Each Year* link provided on the index page of the APR Website. To register, grantees must provide the first and last name of the director, along with the e-mail address and the PR number and choose the security questions and answers which will be used in the 'Forgot Password' feature of the web site.

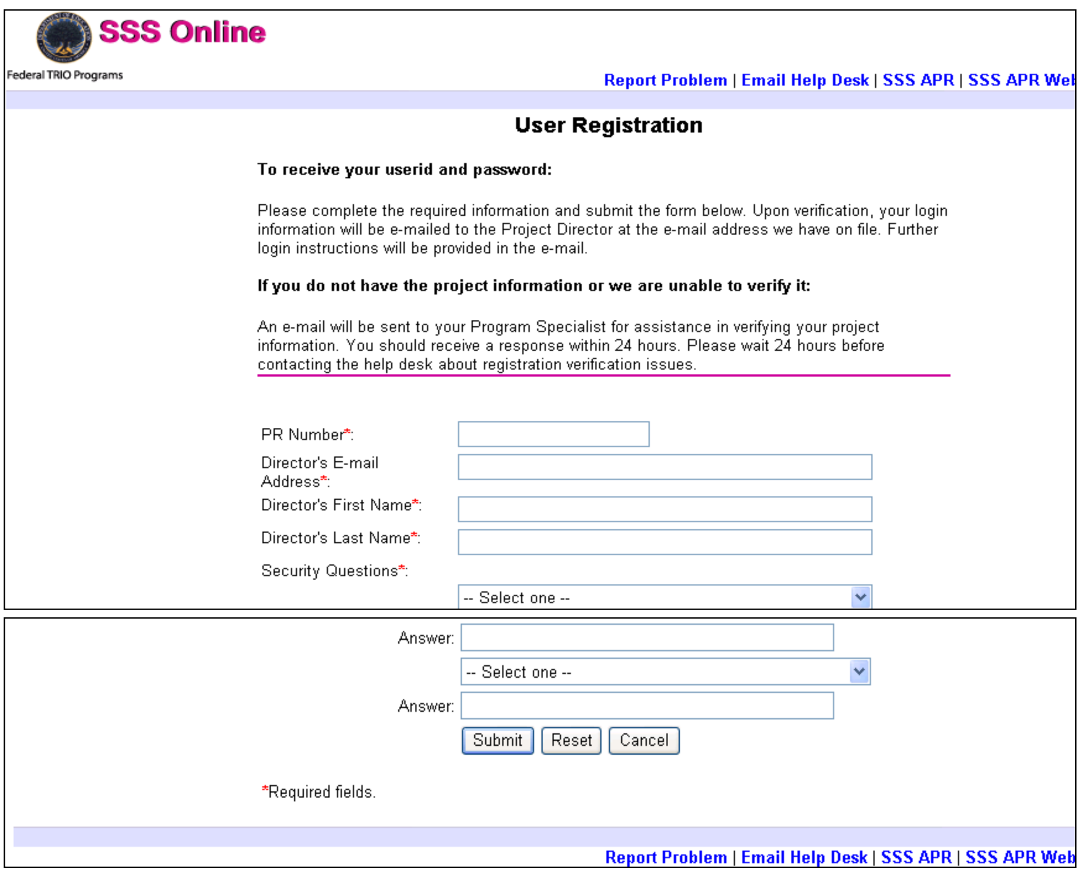
Verification Process. If the director's last name and e-mail address match what ED has on file, a user name and temporary password will be e-mailed to the director's e-mail address. Upon receipt of the e-mail containing the userid and temporary password, grantees can return to the APR site and login.

If the **project information does not** match what ED has on file, a request for verification will be sent to the program specialist and the help desk. *Please note that even long running projects may fail the registration process due to incorrect names and/or e-mail addresses on file (for example, the director e-mail address has changed or is misspelled).*

Upon receipt of the verification request, the **program specialist** must verify the identity of the director and forward a response to the help desk within 72 hours.

Upon receiving verification from the program officer, **Help Desk staff** will update the director's information in the system and notify the grantee to return to the site to register for a userid and temporary password.

To register, click on the *Register Here Each Year* link on the left-hand side of the index page of the SSS APR Web site. The **User Registration** page is shown below. Enter all of the requested information then click on the "***Submit***" button.


SSS Online
Federal TRIO Programs
Report Problem | Email Help Desk | SSS APR | SSS APR Web

User Registration

To receive your userid and password:

Please complete the required information and submit the form below. Upon verification, your login information will be e-mailed to the Project Director at the e-mail address we have on file. Further login instructions will be provided in the e-mail.

If you do not have the project information or we are unable to verify it:

An e-mail will be sent to your Program Specialist for assistance in verifying your project information. You should receive a response within 24 hours. Please wait 24 hours before contacting the help desk about registration verification issues.

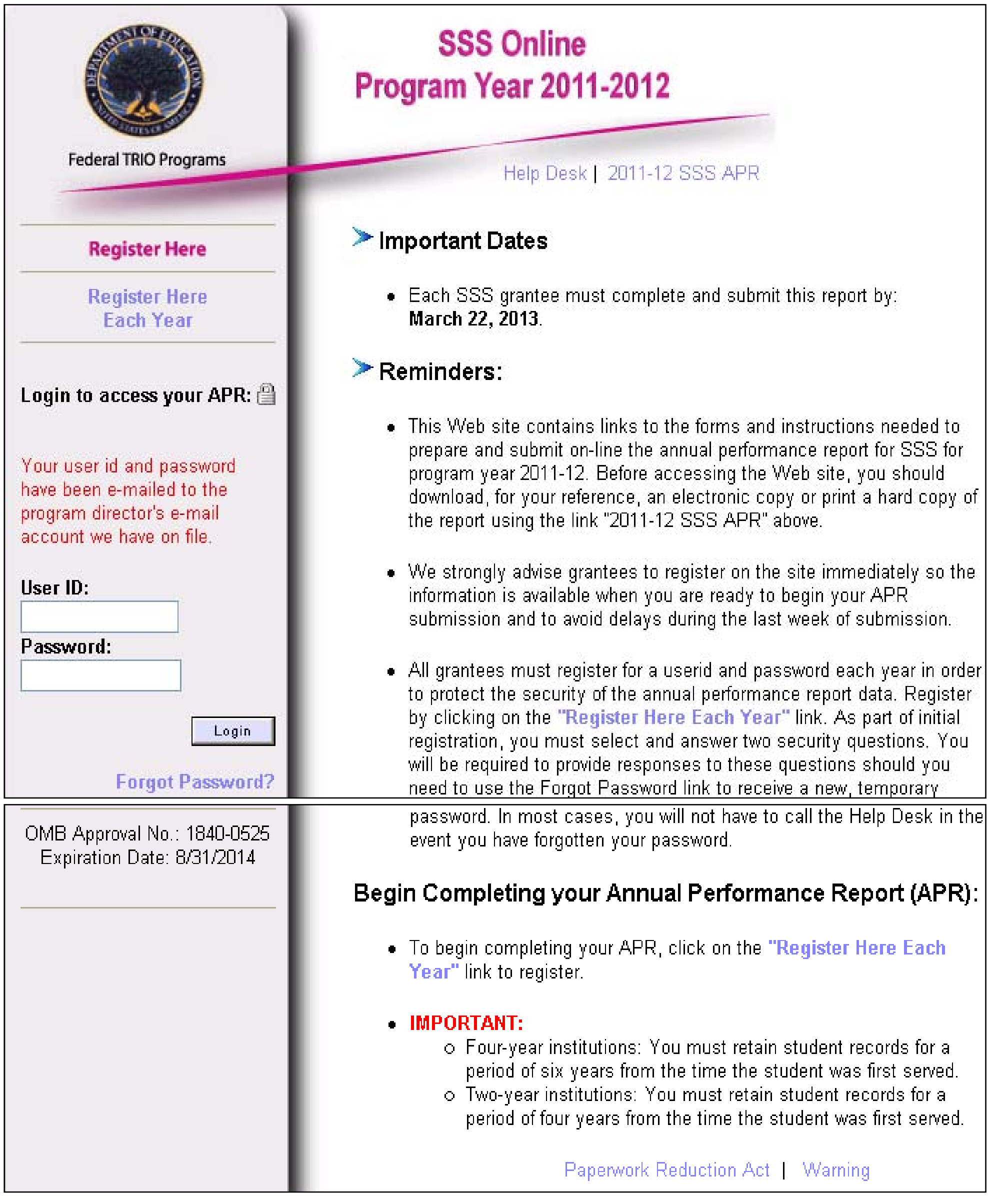
PR Number*:
Director's E-mail Address*:
Director's First Name*:
Director's Last Name*:
Security Questions*:
-- Select one --
Answer:
-- Select one --
Answer:
Submit Reset Cancel

*Required fields.

Report Problem | Email Help Desk | SSS APR | SSS APR Web

2.1 Successful Registration

If the director's information passes the validation process, the following screen displays, notifying you that the userid and temporary password have been sent to the director:


Federal TRIO Programs

Register Here

Register Here Each Year

Login to access your APR:

Your user id and password have been e-mailed to the program director's e-mail account we have on file.

User ID:

Password:

Login

Forgot Password?

OMB Approval No.: 1840-0525
Expiration Date: 8/31/2014

SSS Online
Program Year 2011-2012

Help Desk | 2011-12 SSS APR

Important Dates

- Each SSS grantee must complete and submit this report by: **March 22, 2013**.

Reminders:

- This Web site contains links to the forms and instructions needed to prepare and submit on-line the annual performance report for SSS for program year 2011-12. Before accessing the Web site, you should download, for your reference, an electronic copy or print a hard copy of the report using the link "2011-12 SSS APR" above.
- We strongly advise grantees to register on the site immediately so the information is available when you are ready to begin your APR submission and to avoid delays during the last week of submission.
- All grantees must register for a userid and password each year in order to protect the security of the annual performance report data. Register by clicking on the "Register Here Each Year" link. As part of initial registration, you must select and answer two security questions. You will be required to provide responses to these questions should you need to use the Forgot Password link to receive a new, temporary password. In most cases, you will not have to call the Help Desk in the event you have forgotten your password.

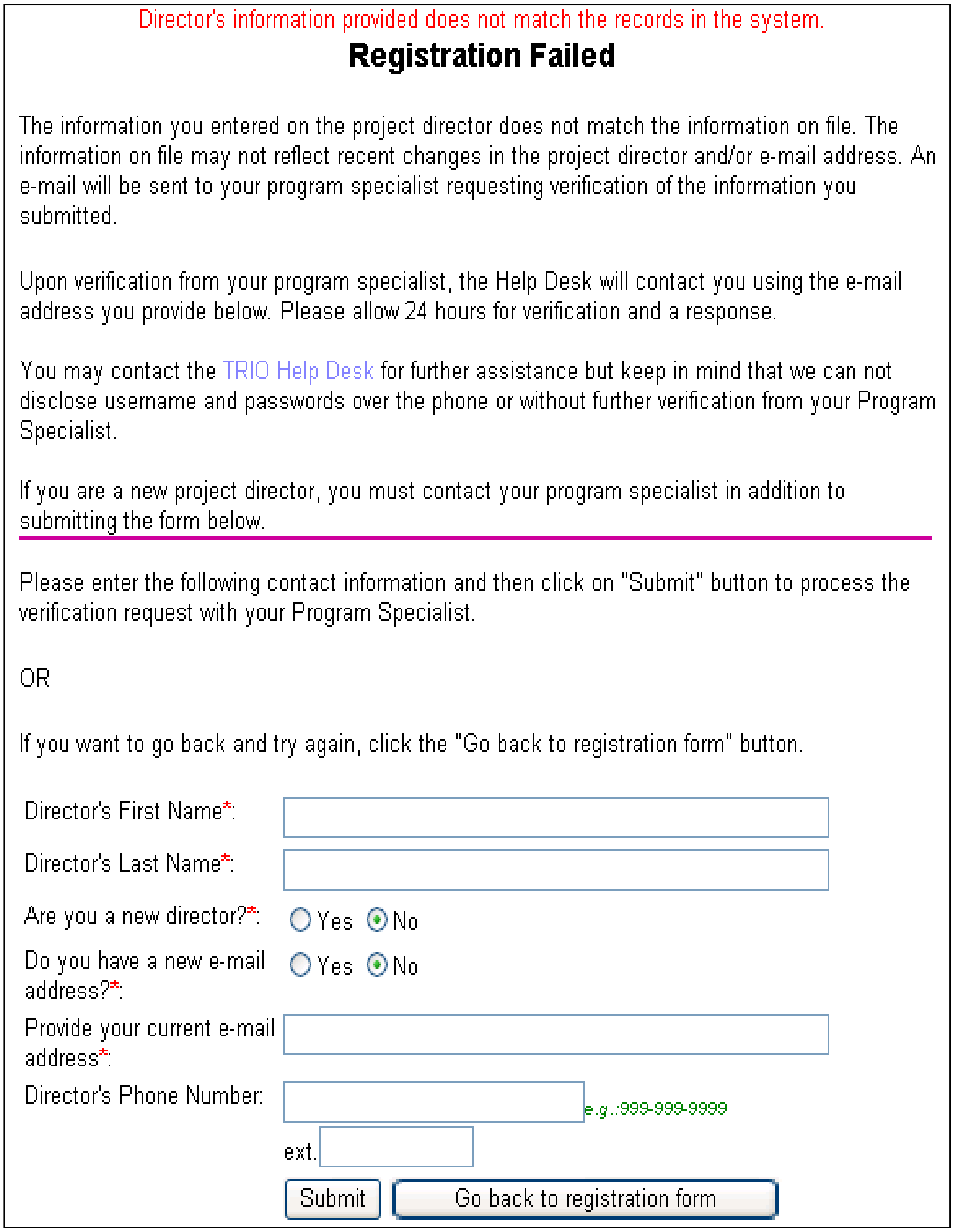
Begin Completing your Annual Performance Report (APR):

- To begin completing your APR, click on the "Register Here Each Year" link to register.
- **IMPORTANT:**
  - Four-year institutions: You must retain student records for a period of six years from the time the student was first served.
  - Two-year institutions: You must retain student records for a period of four years from the time the student was first served.

Paperwork Reduction Act | Warning

2.2 Unsuccessful Registration

If the information you provided does not pass the validations, the following screen displays:


Director's information provided does not match the records in the system.

Registration Failed

The information you entered on the project director does not match the information on file. The information on file may not reflect recent changes in the project director and/or e-mail address. An e-mail will be sent to your program specialist requesting verification of the information you submitted.

Upon verification from your program specialist, the Help Desk will contact you using the e-mail address you provide below. Please allow 24 hours for verification and a response.

You may contact the TRIO Help Desk for further assistance but keep in mind that we can not disclose username and passwords over the phone or without further verification from your Program Specialist.

If you are a new project director, you must contact your program specialist in addition to submitting the form below.

Please enter the following contact information and then click on "Submit" button to process the verification request with your Program Specialist.

OR

If you want to go back and try again, click the "Go back to registration form" button.

Director's First Name*:

Director's Last Name*:

Are you a new director?*: Yes No

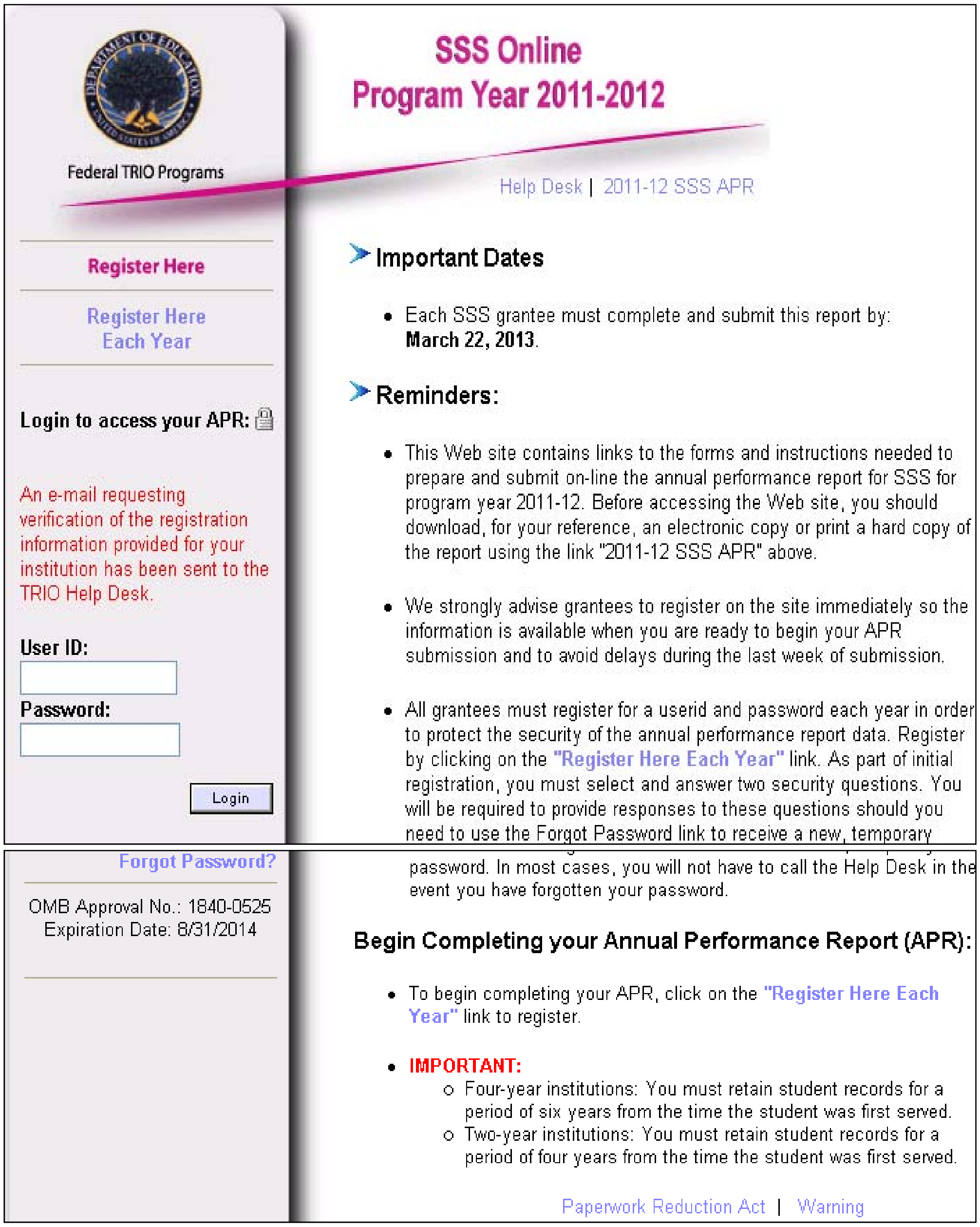
Do you have a new e-mail address?*: Yes No

Provide your current e-mail address*:

Director's Phone Number: e.g.:999-999-9999

ext.

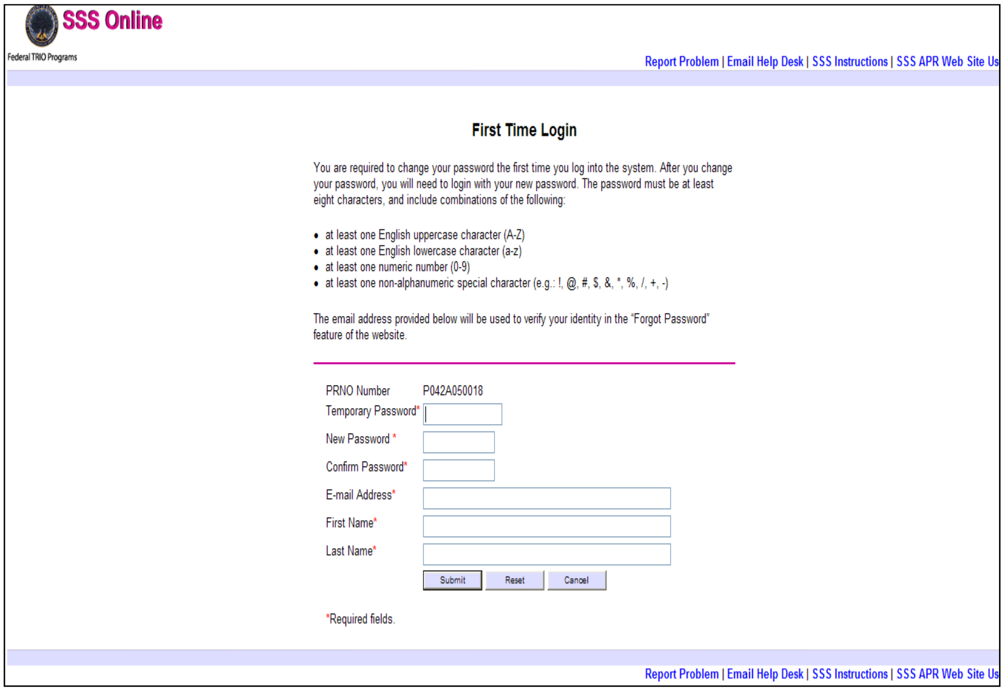
Submit Go back to registration form



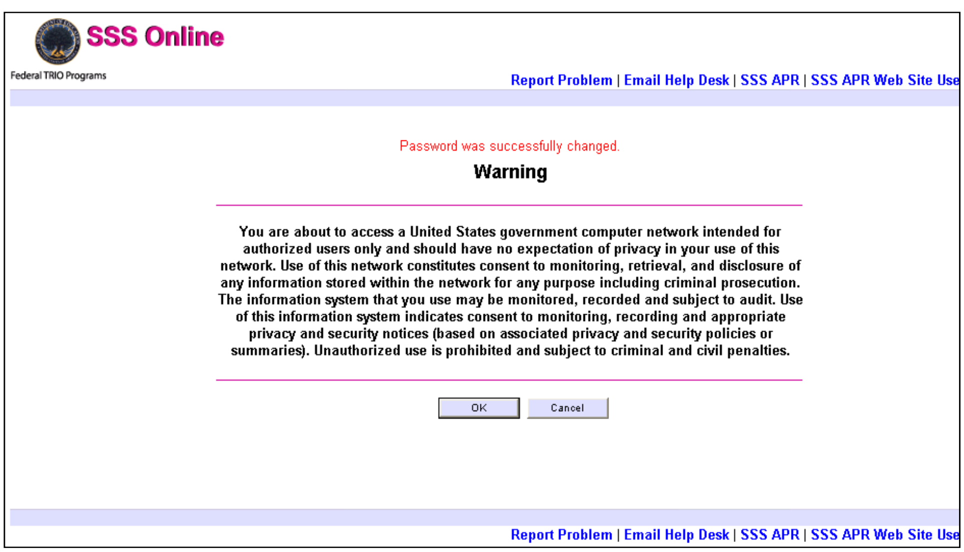
3 Logging in to the Site

3.1 First Time Login

After you receive the userid and temporary password, enter this information on the index page. You will be taken to the **First Time Login** page, which displays below:



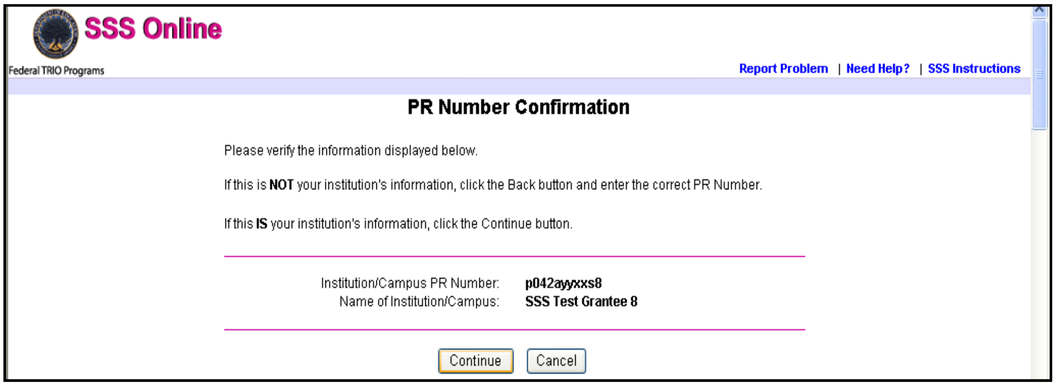
Enter the temporary password provided to you, then enter a new password. Any new password you enter must be at least eight characters, and include the special characters listed on the **First Time Login** page. Enter the new password once again, along with the other requested information, and click on the "***Submit***" button. You will be redirected to the index page, where you will enter the userid and the new password you selected. The screen will be displayed as follows:



If an incorrect userid and password combination are entered, you will be redirected to the index page and an error message will be displayed.

3.2 PR Number Confirmation

If the userid and password are entered successfully, the **PR Number Confirmation** page displays:



Verify that the PR number is correct. If it is not the correct PR number for your institution, click the "***Cancel***" button to log out and return to the index page. If it is correct, click on the "***Continue***" button.

3.3 Forgot Password

If you forget your password after you have logged in and changed your password from the temporary one issued to you, you may click on the *Forgot Password?* hyperlink on the index page. Projects may now reset their password without having to call the TRIO Helpdesk for assistance. Upon registering, projects will be prompted to provide answers to two self-selected security questions. These security questions will need to be answered if a project forgets their password in order to have your password e-mailed to you. The following page displays:

SSS Online

Federal TRIO Programs

Report Problem | Email Help Desk | SSS APR | SSS APR Web Site Use

Forgot Password

You must register for a new userid and password each year. If you have registered this year, please enter the following information. If all the information provided matches with our records, your password will be e-mailed to you shortly. If you need further assistance in obtaining your password, please contact the TRIO Help Desk by e-mail SSSWeb@CBMIWeb.com or call (703) 846-8248.

Note: If this is the first time you entered the SSS website for the current APR cycle and you do not know your password, please go to the Registration page.

PR Number*:

E-mail Address*:

First Name*:

Last Name*:

Submit | Reset | Go to login screen

*Required fields.

Report Problem | Email Help Desk | SSS APR | SSS APR Web Site Use

Once you enter the information in the above screen and click 'Submit', the following screen appears. You have to enter the answers for the Security questions.

SSS Online

Federal TRIO Programs

Report Problem | Email Help Desk | SSS APR | SSS APR Web Site Us

Forgot Password

You must register for a new userid and password each year. If you have registered this year, please enter the following information. If all the information provided matches with our records, your password will be e-mailed to you shortly. If you need further assistance in obtaining your password, please contact the TRIO Help Desk by e-mail SSSWeb@CBMIWeb.com or call (703) 846-8248.

Note: If this is the first time you entered the SSS website for the current APR cycle and you do not know your password, please go to the Registration page.

PR Number*: P042A100534

E-mail Address*: test@CSLANET.CALSTATELA.EDU

First Name*: Joe

Last Name*: Smith

Security Questions*:

What was your high school mascot?

Answer:

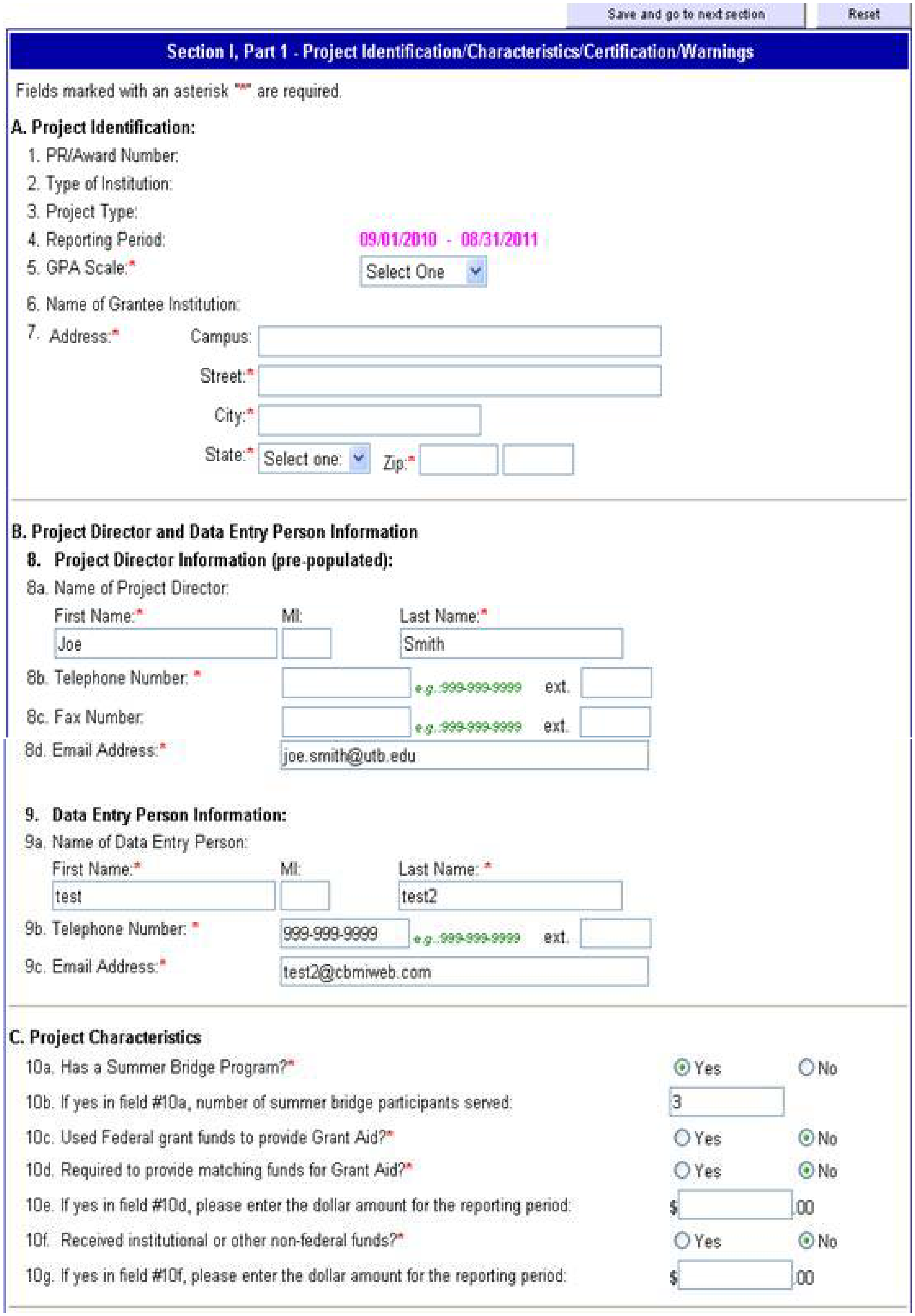
What is the name of the company of your first job?

Answer:

Submit | Reset | Go to login screen

4 Navigating through the Site

Upon entering the site, the **Section I – Project Identification, Certification and Warning and Project Required Services** page shown will be displayed:



Save and go to next section | Reset

Section I, Part 1 - Project Identification/Characteristics/Certification/Warnings

Fields marked with an asterisk "*" are required.

A. Project Identification:

1. PR/Award Number:
2. Type of Institution:
3. Project Type:
4. Reporting Period: 09/01/2010 - 08/31/2011
5. GPA Scale:* Select One
6. Name of Grantee Institution:
7. Address:* Campus:
   Street:*
   City:*
   State:* Select one: Zip:*

B. Project Director and Data Entry Person Information

8. Project Director Information (pre-populated):

8a. Name of Project Director:

First Name:* Joe MI: Last Name:* Smith

8b. Telephone Number: * e.g.:999-999-9999 ext.

8c. Fax Number: e.g.:999-999-9999 ext.

8d. Email Address:* joe.smith@utb.edu

9. Data Entry Person Information:

9a. Name of Data Entry Person:

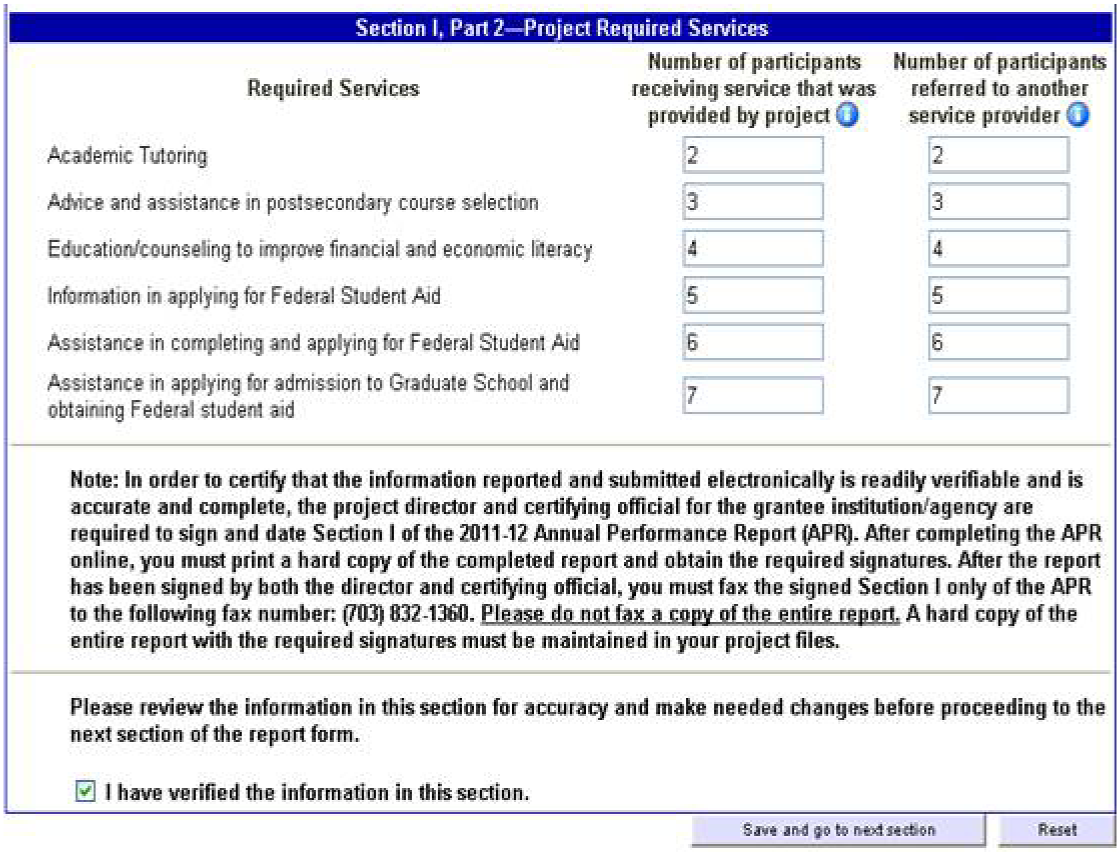
First Name:* test MI: Last Name: * test2

9b. Telephone Number: * 999-999-9999 e.g.:999-999-9999 ext.

9c. Email Address:* test2@cbmiweb.com

C. Project Characteristics

10a. Has a Summer Bridge Program?*	(•) Yes	( ) No
10b. If yes in field #10a, number of summer bridge participants served:	3	
10c. Used Federal grant funds to provide Grant Aid?*	( ) Yes	(•) No
10d. Required to provide matching funds for Grant Aid?*	( ) Yes	(•) No
10e. If yes in field #10d, please enter the dollar amount for the reporting period:	$	.00
10f. Received institutional or other non-federal funds?*	( ) Yes	(•) No
10g. If yes in field #10f, please enter the dollar amount for the reporting period:	$	.00



Section I, Part 2—Project Required Services

Required Services	Number of participants receiving service that was provided by project	Number of participants referred to another service provider
Academic Tutoring	2	2
Advice and assistance in postsecondary course selection	3	3
Education/counseling to improve financial and economic literacy	4	4
Information in applying for Federal Student Aid	5	5
Assistance in completing and applying for Federal Student Aid	6	6
Assistance in applying for admission to Graduate School and obtaining Federal student aid	7	7

Note: In order to certify that the information reported and submitted electronically is readily verifiable and is accurate and complete, the project director and certifying official for the grantee institution/agency are required to sign and date Section I of the 2011-12 Annual Performance Report (APR). After completing the APR online, you must print a hard copy of the completed report and obtain the required signatures. After the report has been signed by both the director and certifying official, you must fax the signed Section I only of the APR to the following fax number: (703) 832-1360. Please do not fax a copy of the entire report. A hard copy of the entire report with the required signatures must be maintained in your project files.

Please review the information in this section for accuracy and make needed changes before proceeding to the next section of the report form.

☑ **I have verified the information in this section.**

Save and go to next section | Reset

To navigate between sections I, II, Standardized Objectives Report or the Review and Submit of the APR, click on the individual tabs at the top of the screen titled accordingly. The section name highlighted in ***light blue*** is the current Section. All other sections will have a ***dark blue*** background.

The grantee's PR/Award number and name are displayed on the upper left side of the screen.

On the upper right-hand side of the screen are five hyperlinks:

- The **Report Problem** link allows grantees to report a specific problem with the site to the Help Desk;
- The **E-mail Help Desk** allows grantees to generate an e-mail message to the Help Desk requesting assistance;
- The **SSS Instructions** link takes grantees to the Department of Education (ED) site's Student Support Services page where the APR instructions and participant record structure can be found.
- The **SSS APR Web Site User Guide** allows the grantees to download a copy of the user guide.

- The **Log Out** link logs the grantee off the application and returns to the index page.

These links are also provided at the bottom of the screen, as are the Section tabs.

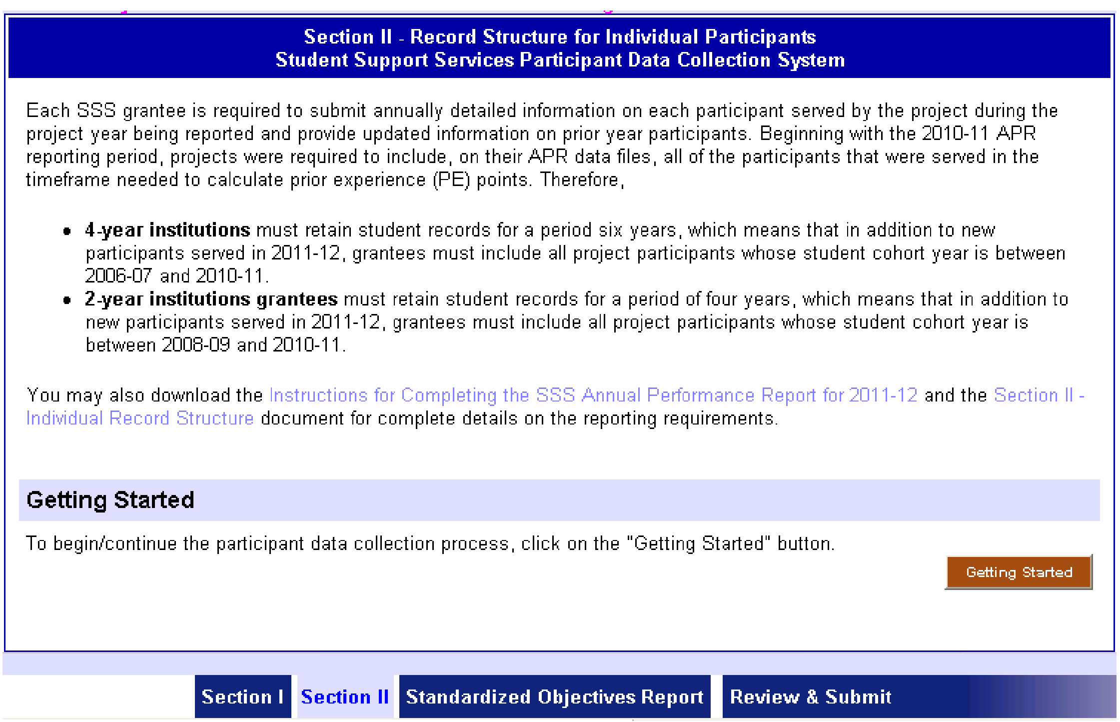
Once you have completed a section, click on the "***Save and go to the next section***" button. All sections have validation edits for certain fields that will prevent users from submitting their file if a response is not provided.

The "***Reset***" button will erase any unsaved values entered.

5 Section II – Record Structure for Participants

The SSS Online Data Collection Tool assists grantees in submitting the required information on current and prior participants served during the project year. To access Section II, click on the *Section II* tab at the top of the screen to go to the main screen.

When Section II tab is clicked, the following screen displays as follows.



Section II - Record Structure for Individual Participants
Student Support Services Participant Data Collection System

Each SSS grantee is required to submit annually detailed information on each participant served by the project during the project year being reported and provide updated information on prior year participants. Beginning with the 2010-11 APR reporting period, projects were required to include, on their APR data files, all of the participants that were served in the timeframe needed to calculate prior experience (PE) points. Therefore,

- **4-year institutions** must retain student records for a period six years, which means that in addition to new participants served in 2011-12, grantees must include all project participants whose student cohort year is between 2006-07 and 2010-11.
- **2-year institutions grantees** must retain student records for a period of four years, which means that in addition to new participants served in 2011-12, grantees must include all project participants whose student cohort year is between 2008-09 and 2010-11.

You may also download the Instructions for Completing the SSS Annual Performance Report for 2011-12 and the Section II - Individual Record Structure document for complete details on the reporting requirements.

Getting Started

To begin/continue the participant data collection process, click on the "Getting Started" button.

Getting Started

Section I | Section II | Standardized Objectives Report | Review & Submit

Grantees should have both the SSS APR instructions and the Record Structure document in front of them before beginning this section. Both documents are available via the hyperlinks (in blue) on the **Section II** page.

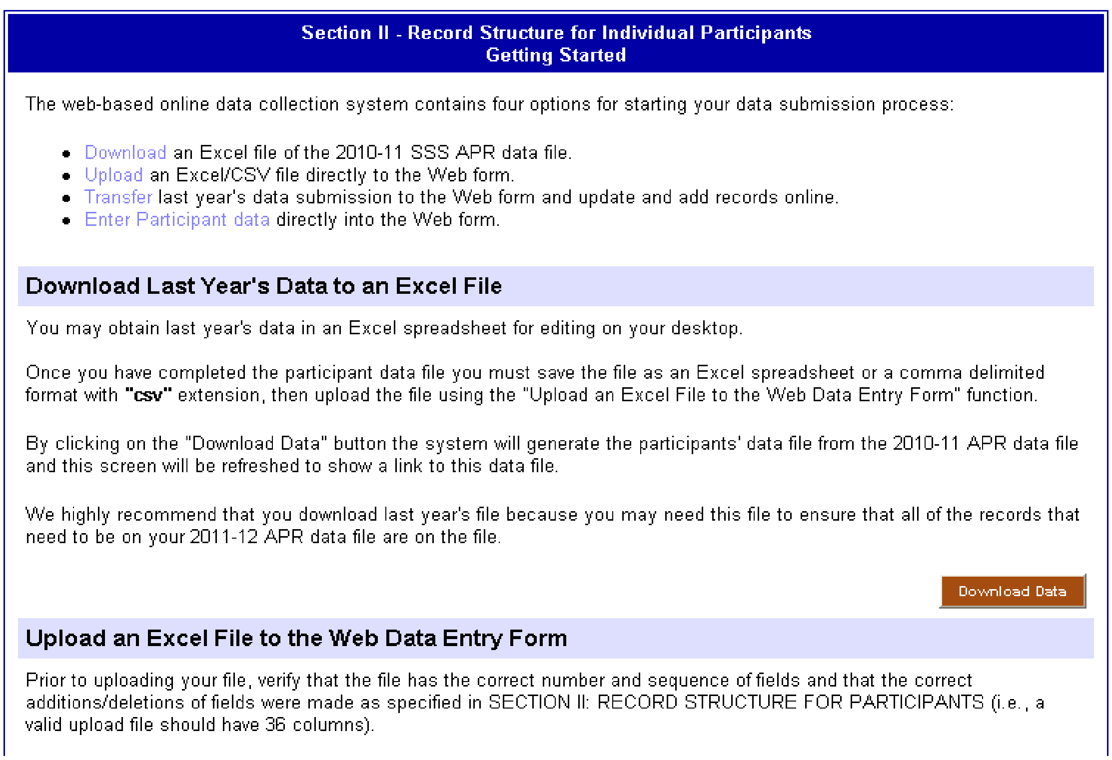
Beginning with the 2010-11 APR reporting period, projects were required to include, on their APR data files, all of the participants that were served in the timeframe needed to calculate prior experience (PE) points. Therefore,

- **4-year institutions** must retain student records for a period six years, which means that in addition to new participants served in 2011-12, grantees must include all project participants whose student cohort year is between 2006-07 and 2010-11.
- **2-year institutions grantees** must retain student records for a period of four years, which means that in addition to new participants served in 2011-12, grantees must include all project participants whose student cohort year is between 2008-09 and 2010-11.

5.1 Getting Started with Section II

- Click on the "***Getting Started***" button to begin or continue with the participant data collection process.

The Section II – Record Structure for Individual Participants Getting Started screen displays:


Section II - Record Structure for Individual Participants
Getting Started

The web-based online data collection system contains four options for starting your data submission process:

- Download an Excel file of the 2010-11 SSS APR data file.
- Upload an Excel/CSV file directly to the Web form.
- Transfer last year's data submission to the Web form and update and add records online.
- Enter Participant data directly into the Web form.

Download Last Year's Data to an Excel File

You may obtain last year's data in an Excel spreadsheet for editing on your desktop.

Once you have completed the participant data file you must save the file as an Excel spreadsheet or a comma delimited format with **"csv"** extension, then upload the file using the "Upload an Excel File to the Web Data Entry Form" function.

By clicking on the "Download Data" button the system will generate the participants' data file from the 2010-11 APR data file and this screen will be refreshed to show a link to this data file.

We highly recommend that you download last year's file because you may need this file to ensure that all of the records that need to be on your 2011-12 APR data file are on the file.

Download Data

Upload an Excel File to the Web Data Entry Form

Prior to uploading your file, verify that the file has the correct number and sequence of fields and that the correct additions/deletions of fields were made as specified in SECTION II: RECORD STRUCTURE FOR PARTICIPANTS (i.e., a valid upload file should have 36 columns).

Please use the Browse button to select the file or type the file name and directory path in the box below. The participant data file must be in an **Excel** spreadsheet or a comma delimited format with **"csv"** extension. Then click on the "Upload File" button to proceed.

File to Upload [ ] Browse...

Upload File

What is a CSV file?

Transfer Last Year's Data to the Web Form

The 2010-11 Participant Data submitted last year is available. To transfer last year's data to the web data entry form for online data entry, click the "Transfer Data" button.

Please note: Last year's data may contain errors which the web tool will display. You will be required to correct all errors prior to submitting.

Transfer Data

Enter New Participant Data

You may enter the individual participant data directly on the web data entry form. Click the "Add New" button.

The participants' First and Last Name, DOB, SSN, and Student Cohort Year must be the same as those that appear in the 2010-11 SSS APR.

Add New

The four options for starting the submission process are:

- **Download an Excel** file of the 2010-11 SSS APR data file; update the file and then upload the file directly to the Web form.
- **Upload an Excel/CSV** file directly to the Web form.
- **Transfer** last year's data submission to the Web form and update/add records online.
- **Enter Participant Data** directly into the Web form.

Note: The participant social security numbers (SSNs) have been removed from the Excel files containing last year's data. This has been done for security purposes to better protect the personal information contained on the data file and prevents inadvertent misuse of information provided by the Department. However, the participant data file you prepare for the 2009-10 APR and upload should include the SSNs of all participants, as this is the primary identifier used to match participant records across project years.

Once the file has been downloaded, you will then need to update the prior year's data and if required add records for new participants. After revising the file, you will then return to the Web site and upload it as an Excel spreadsheet or CSV file.

If you are unable to prepare an Excel (or CSV) file using your existing database, you have the option of transferring last year's data directly to the Web form for updating or entering the participant data directly into the Web form.

5.1.1 Continue Participant Data

The system detects whether you have already begun the data collection process and provides you with the additional option to ***Continue***. If this is the case, after clicking on the "***Getting Started***" button on the main Section II page, you have the option of continuing with your data, or you can use any of the other options (e.g., download, upload, etc.) available. Please note that the ***Continue*** option only appears after logging back in, that is, after initially beginning work on the data and logging out of the system.

Please see below for a sample screen showing the ***Continue*** option:

Section II - Record Structure for Individual Participants
Getting Started

The web-based online data collection system contains four options for starting your data submission process:

- Download an Excel file of the 2010-11 SSS APR data file.
- Upload an Excel/CSV file directly to the Web form.
- Transfer last year's data submission to the Web form and update and add records online.
- Enter Participant data directly into the Web form.

Continue Participant Data

Our records indicate that you started the participant data collection process. To continue working on your participant data, click the "Continue" button.

Continue

Download Last Year's Data to an Excel File

You may obtain last year's data in an Excel spreadsheet for editing on your desktop.

Once you have completed the participant data file you must save the file as an Excel spreadsheet or a comma delimited format with **"csv"** extension, then upload the file using the "Upload an Excel File to the Web Data Entry Form" function.

By clicking on the "Download Data" button the system will generate the participants' data file from the 2010-11 APR data file and this screen will be refreshed to show a link to this data file.

We highly recommend that you download last year's file because you may need this file to ensure that all of the records that need to be on your 2011-12 APR data file are on the file.

Download Data

Upload an Excel File to the Web Data Entry Form

Prior to uploading your file, verify that the file has the correct number and sequence of fields and that the correct additions/deletions of fields were made as specified in SECTION II: RECORD STRUCTURE FOR PARTICIPANTS (i.e., a valid upload file should have 36 columns).

Please use the Browse button to select the file or type the file name and directory path in the box below. The participant data file must be in an **Excel** spreadsheet or a comma delimited format with **"csv"** extension. Then click on the "Upload File" button to proceed.

File to Upload Browse...

Upload File

What is a CSV file?

Transfer Last Year's Data to the Web Form

The 2010-11 Participant Data submitted last year is available. To transfer last year's data to the web data entry form for online data entry, click the "Transfer Data" button.

Please note: Last year's data may contain errors which the web tool will display. You will be required to correct all errors prior to submitting.

Transfer Data

Enter New Participant Data

You may enter the individual participant data directly on the web data entry form. Click the "Add New" button.

The participants' First and Last Name, DOB, SSN, and Student Cohort Year must be the same as those that appear in the 2010-11 SSS APR.

Add New

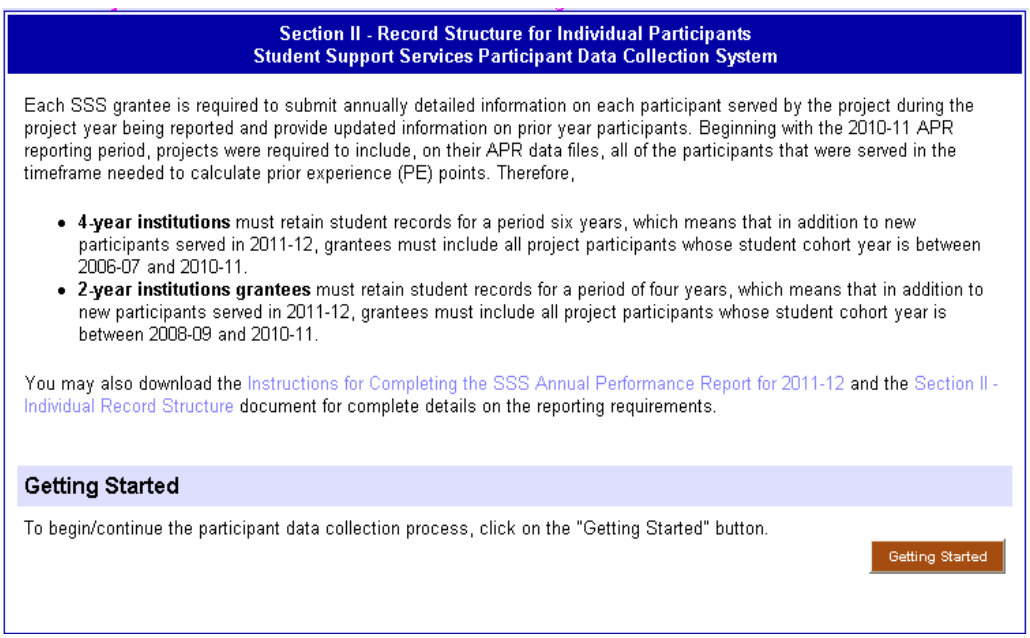
To continue working on your participant file, click on the "***Continue***" button to proceed to the **Section II - Record Structure for Individual Participants Review Participant List and Data Error Report (Table View)** screen. See *Section 5.2* of this document for further information on this screen.

5.1.2 Download Last Year's Data to an Excel File

This option allows you to download last year's data as an Excel file for updating offline -- either as an Excel file or by importing into an existing database application (e.g., ACCESS).

This file will include the fields required by the 2011-12 APR. Grantees that did not submit an APR for 2010-11, can download an Excel spreadsheet template with column headers. To download last year's data file, click on the "***Download Data***" button. A blue hyperlink file (example: *P042AYYXXS9_2010_11.xls*) will appear on the screen. To open the file, click on the hyperlink.

To save the file to your desktop, right click using your mouse and select the "Save Target As" option as shown below. Select a location on your desktop (e.g., My Documents) to save the file.



You can then open the file on your desktop using Excel and update the data. Once you have updated the information, return to this page and select the "Upload" option to continue with the

APR submission. Alternatively, you can click on the file name hyperlink to open it, and then save it to your desktop.

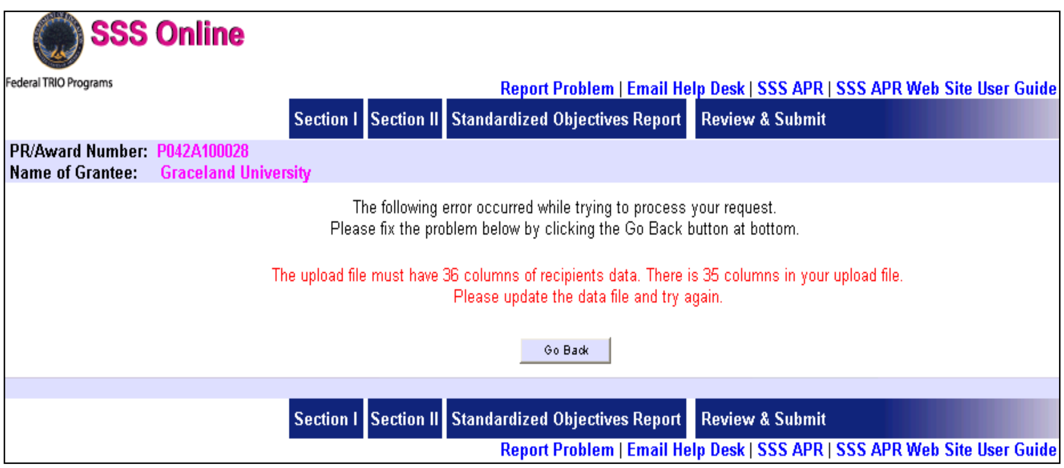
5.1.3 Upload an Excel File to the Web Data Entry Form

This option allows you to upload the 2011-12 file in an Excel spreadsheet format or as a CSV file. A CSV file is a comma delimited text file in which each field is separated by a comma. Most databases can covert a file to either CSV format or as an Excel spreadsheet. Instructions for creating a CSV file are available via the *What is a CSV file?* hyperlink on the page.

To upload a file, use the "***Browse***" button to select the location (on your desktop) of the file you want to upload. This function works like the File-Open command used when opening a Microsoft Office document. After selecting the file to upload, click on the "***Open***" button. The file name and path will be displayed on the screen. Click on the "***Upload File***" button to proceed.

An uploaded Excel file should contain all 36 fields required by the APR, in the order specified. New grantees should follow the order specified with the column names as outlined on the record structure document. If the file you uploaded meets these requirements, you will proceed to the **Review Participant List and Data Error Report (Table View)** screen. See this document's *Section 5.2* for further information on this screen.

If your file does not meet these requirements, a screen displays, similar to the following, outlining where the problems with your file occurred:



Click on the "***Go Back***" button to return to the **Getting Started** screen. You must correct any errors displayed on this screen before proceeding. Return to your spreadsheet (or other application) and correct any errors, then return to the **Section II – Getting Started** screen to continue with the upload process.

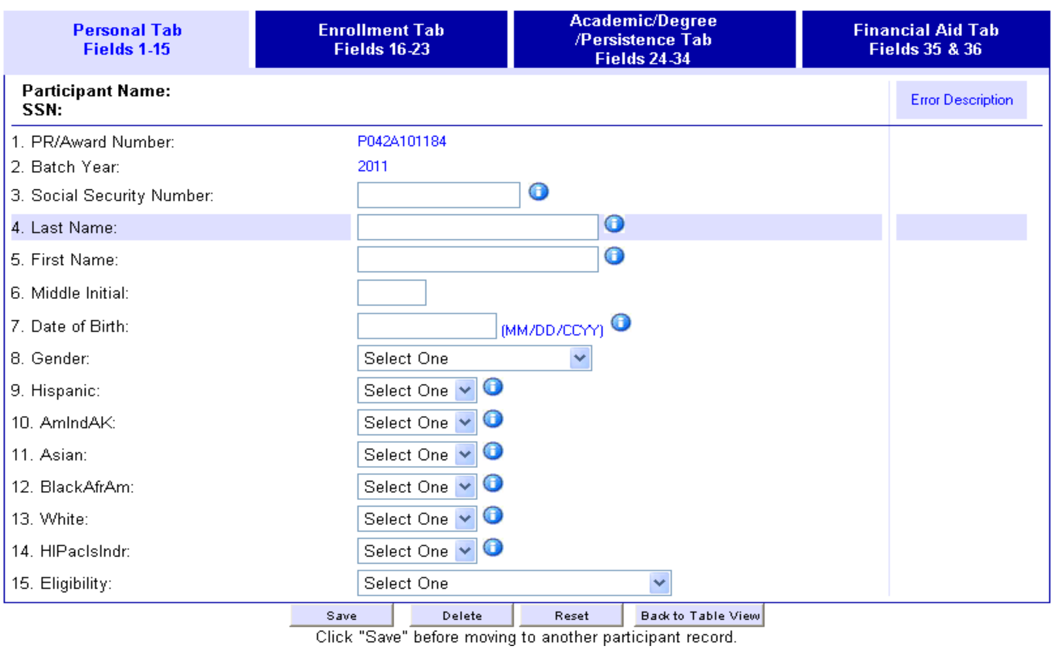
5.1.4 Transfer Last Year's Data to the Web Data Form

The 2010-11 Participant Data submitted last year is available. To transfer last year's data to the web data entry form for online data entry, click the "Transfer Data" button.
Last year's data may contain errors which the web tool will display. You will be required to correct all errors prior to submitting.

Click on the "***Transfer Data***" button to proceed to the **Review Participant List and Data Error Report (Table View)** screen. See this document's *Section 5.2* for further information about his screen.

5.1.5 Enter New Participant Data

This option allows you to enter participant data directly on the Web form. Click on the "***Add New***" button to proceed to the Web form as shown below. The participants' First and Last Name, DOB, SSN, and Student Cohort Year must be the same as those that appear in the Tier 1A file. If you are a newly funded project, please disregard these instructions.



Personal Tab Fields 1-15 | Enrollment Tab Fields 16-23 | Academic/Degree /Persistence Tab Fields 24-34 | Financial Aid Tab Fields 35 & 36

Participant Name:
SSN:

Error Description

1. PR/Award Number:	P042A101184
2. Batch Year:	2011
3. Social Security Number:	
4. Last Name:	
5. First Name:	
6. Middle Initial:	
7. Date of Birth:	(MM/DD/CCYY)
8. Gender:	Select One
9. Hispanic:	Select One
10. AmIndAK:	Select One
11. Asian:	Select One
12. BlackAfrAm:	Select One
13. White:	Select One
14. HIPacIslndr:	Select One
15. Eligibility:	Select One

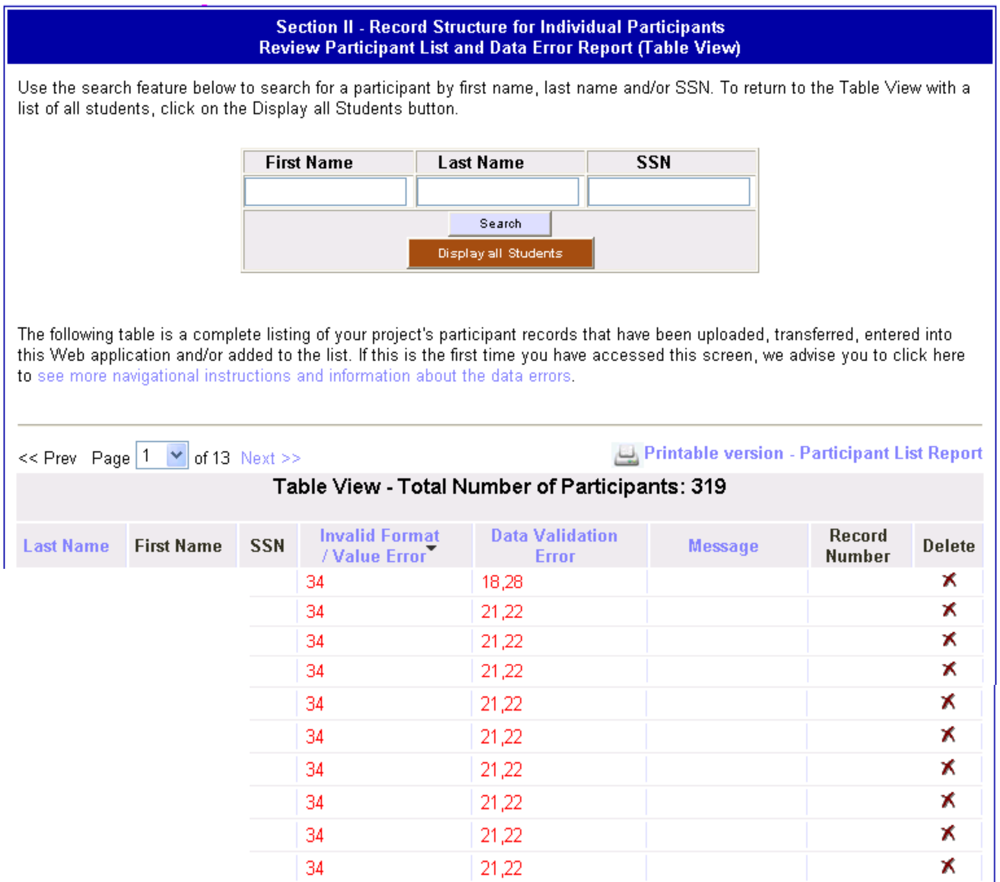
Save | Delete | Reset | Back to Table View

Click "Save" before moving to another participant record.

See *Section 5.3* below for further information about this screen.

5.2 Review Participant List and Data Error Report (Table View) Screen

Grantees who selected the ***Continue***, ***Upload***, or ***Transfer*** options on the **Getting Started** screen will proceed to the **Table View** screen shown below. This screen lists the participants in the file, the total number of participants in the file, any formatting or value errors, any data validation errors, and provides a printable report of those errors.



Section II - Record Structure for Individual Participants
Review Participant List and Data Error Report (Table View)

Use the search feature below to search for a participant by first name, last name and/or SSN. To return to the Table View with a list of all students, click on the Display all Students button.

First Name	Last Name	SSN

Search

Display all Students

The following table is a complete listing of your project's participant records that have been uploaded, transferred, entered into this Web application and/or added to the list. If this is the first time you have accessed this screen, we advise you to click here to see more navigational instructions and information about the data errors.

<< Prev Page 1 of 13 Next >> Printable version - Participant List Report

Table View - Total Number of Participants: 319

Last Name	First Name	SSN	Invalid Format / Value Error	Data Validation Error	Message	Record Number	Delete
			34	18,28			✗
			34	21,22			✗
			34	21,22			✗
			34	21,22			✗
			34	21,22			✗
			34	21,22			✗
			34	21,22			✗
			34	21,22			✗
			34	21,22			✗
			34	21,22			✗

34	21,22		✗
34	21,22		✗
34	21,22		✗
34	21,22		✗
34	21,22		✗
34	21,22		✗
34	21,22		✗
34	21,22		✗
34	21,22		✗
34	21,22		✗
34	21,22		✗
34	21,22		✗
34	21,22		✗
34	21,22		✗

<< Prev Page 1 of 13 Next >> Add Participant

If you have made changes to the participants' data on the web application, at anytime you may obtain a downloadable file to edit offline and re-upload the data file by returning to the "Section II - Getting Started". By clicking on the "Download Participant Data" button the system will generate a current participants' data file and this screen will be refreshed to show a link to this data file.

Download Participant Data

Navigational Instructions and Data Error Information

Search for Participant Record
Use the search feature to search for a participant by first name, last name and/or SSN. To return to the Table View (list of all students), click on the **Display all Students** button.

You have the following options when editing the participant errors:

- If you uploaded or transferred your file, you may edit your data offline and re-upload the data file by returning to "Section II - Getting Started".
- To identify the participant records with errors, you will need to scroll through several Web pages (each page displays 25 records).
- You may click on the "printable version" hyperlink to print the complete participant list to view which records have data error(s).
- You may also sort on "Invalid Format/Value Error or Data Validation Error" by clicking on the column title hyperlinks.

Or you may edit the data directly on the Web application:

1. You may click the Last Name hyperlink to edit participant data or correct data errors.
2. You may click the "✗" image in the "Delete" column to delete a participant data record.
3. You may click the "Add Participant" button to add a new participant data record.
4. You may sort by Last Name, Invalid Format/Value Error, Data Validation Error, Message, or Record Number by clicking on the column title hyperlinks.

If you have a large number of participant records with errors, we recommend correcting the data offline and uploading a corrected file.

This report also displays three types of errors: (1) invalid data format/values, (2) data validation errors, and (3) soft check validation error (Message). You must correct all the data errors in (1) invalid data format/values and (2) data validation errors before you will be able to submit the APR.

- An invalid format/value error occurs when the data field(s) for the participant record includes a value(s) other than one of the "Valid Field Content" options provided in column 4 of Section II—Record Structure for Participant List of the APR. To correct these types of errors online, click on the Last Name hyperlink to view an individual record and then enter a valid format/value in the identified data field(s).
- A data validation error identifies conflicting data provided in two or more data fields. By clicking on the Last Name hyperlink to view the individual record, you will see an error message that explains the error. You may then correct the data online.
- A soft check validation error (Message) is similar to data validation error, but the system does not require you to correct the error before APR submission. However, for data quality purposes, it is strongly recommended that error is resolved.

If you uploaded participant data, the Record Number column will display the record numbers in your upload file for each individual participant record. The record numbers will help you to find the records with errors easily if you want to correct errors offline.

Back to Top

Twenty-five records display on each screen. To view additional students, click on the *Prev* or *Next* links on the right corner of the screen.

The **Table View** screen is sorted by Data Validation Error. You may click on the other column headings to sort in a different order. The only columns by which you may not sort are First Name.

To view a participant's record, click on the *Last Name* hyperlink. This will direct you to the Web form where you can begin to either enter new information or update the participant record.

To delete a participant record, in the Table View screen, click on the "" image in the "Delete" column for that participant.

To delete a participant record from the individual participant screen (web form), click on the "Delete" button located next to the SAVE button on the bottom of the screen.

To add a participant record in the Table View screen, click on the "***Add Participant***" button at the bottom of the screen. This will direct you to the Web form where you can begin to enter information for the participant. See *Section 6.3* of this document for further instructions about the participant data Web form.

To search a participant by last name, first name or SSN, enter the name/SSN and click on 'Search' button. If you want to see all the students on the screen, click on 'Display all Students' button.

To generate a printable report of the errors on the file, click on the *Printable Version – Participant List Report* link on the right side of the screen.

The screen displays three types of errors: (1) invalid data format/values; (2) data validation errors; and (3) soft check validation errors (Message). With the exception of the soft check validation errors, you must correct invalid data format/values and data validation errors before you will be able to submit the APR. The number in the column represents the field that contains the error.

- An invalid format/value error occurs when the data field(s) for the participant record includes a value(s) other than one of the "Valid Field Content" options provided in column 4 of Section III of the APR. To correct these types of errors online, you may click on the *Last Name* hyperlink and then enter a valid option or text, if applicable, in the identified data field(s).
- A data validation error identifies data fields that are in conflict with data you provided in another data field. By clicking on the *Last Name* hyperlink, you will see an error message that explains the error. This message will appear in red below the participant's SSN. You may then correct the data online.
- A soft check validation error represents validations that should be checked for accuracy; the data, however, may be correct. If correct, the data would not need to be changed.

If there are a large number of participant records with errors, grantees can correct the data offline and upload a corrected file. To obtain a download of the file, which will contain any updates the grantee has entered, click on the "***Download Participant Data***" button under the participant list. After editing the data offline, grantees should return to the **Section II – Getting Started** screen to upload the revised file. See *Section 5.1.3* for further instructions on uploading a file.

Grantees viewing the screen for the first time should click on the *See more navigational instructions and information about data errors* hyperlink at the top of the page. This link will provide you with valuable information about navigating the site.

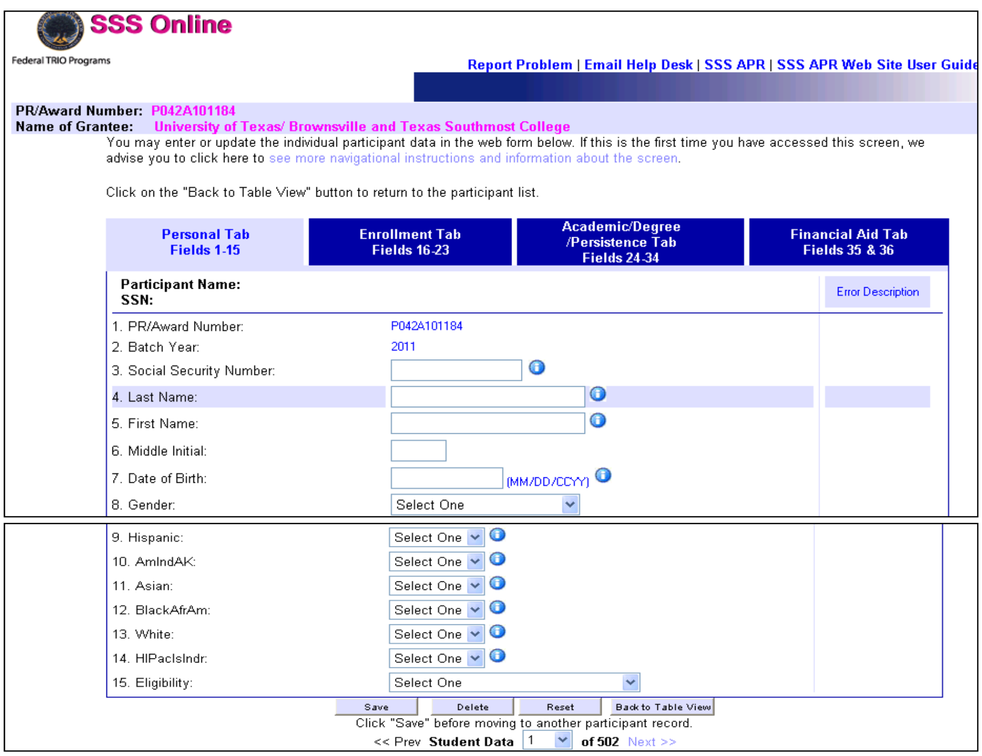
Grantees can click on the *Back to Top* hyperlink to return to the top of the page and edit participant records.

5.3 Web Data Entry Screen

Grantees can access the Web data entry screen by:

- Selecting "Add New" on the **Section II - Getting Started** screen.
- Clicking on the *Last Name* hyperlink for a participant (on the **Table View** screen).

The screen is shown below.



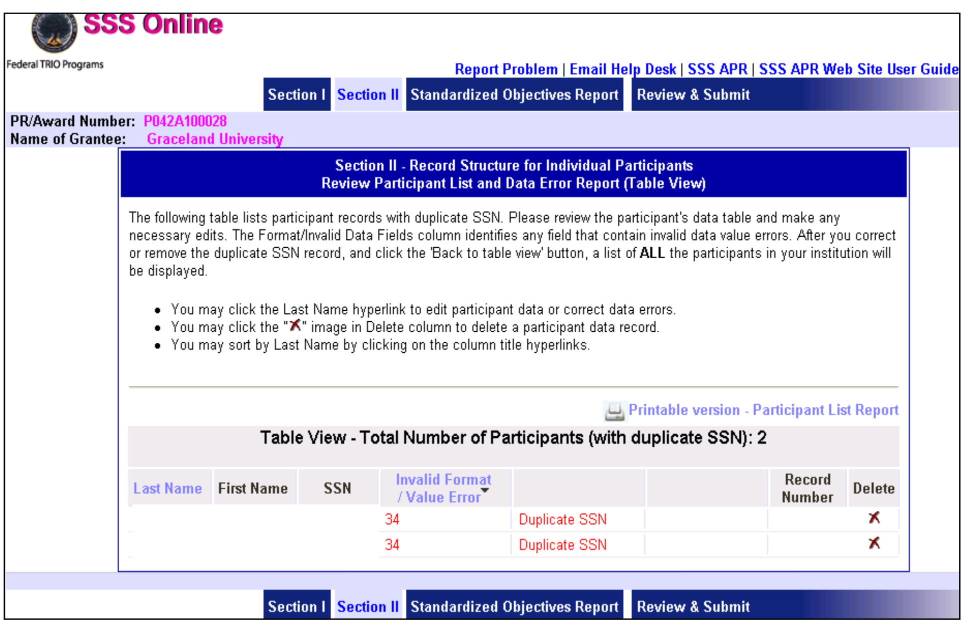
Grantees viewing the screen for the first time should click on the *See more navigational instructions and information about data errors* link at the top of the page. This link will provide you with valuable information about navigating the screens.

The participant data has been divided into four sections/tabs - *Personal*, *Enrollment*, *Academic/Degree/Persistence* and *Financial*. The Web form displays the participant's name and social security number, if provided, on the left side of the screen, below the tabs. The current screen is highlighted in light blue, while the other sections remain dark blue.

- To navigate through the sections and view the data provided in each section, click on the *Personal, Enrollment, Academic/Degree*, or *Financial* tab.
- To make changes to any field for a participant, use the pull-down menus provided, or enter text as appropriate (e.g., Last Name).
- To save changes, click on the "***Save***" button or click on another tab.
- To delete a record, click on the "***Delete***" button.
- To reset the data after making changes, without saving, click on the "***Reset***" button.
- To go to another participant's record, click on the *Next* or *Previous* link.
- To return to the **Table View** screen, click on the "***Back to Table View***" button at the bottom of the screen.

5.3.1 Duplicate Social Security Numbers (SSN)

If the system determines there are duplicate social security numbers in the file, a screen similar to the one below will be displayed. You will be required to fix the error before returning to the **Table View** screen.



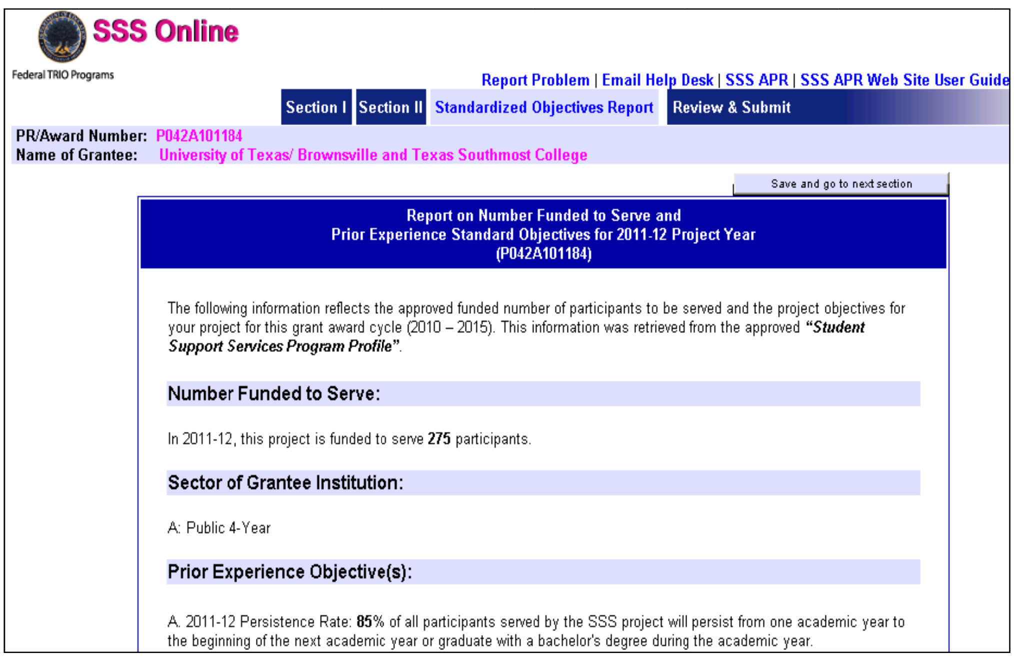
To change the SSN for a participant, click on the *Last Name* hyperlink and change the SSN on the Web data entry form. If the participant record is a duplicate, you can click on the " " image in the "Delete" column to delete the record. Once the duplicate SSN error has been fixed for the applicable participants, clicking on the "***Back to Table View***" button will display all participants.

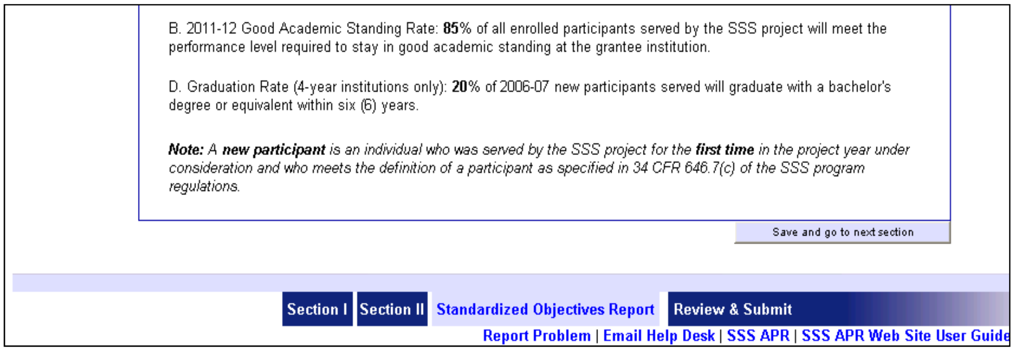
6 Standardized Objectives Report

After completing Section II, grantees will view their Standardized Objectives Report.

Description
In this section, the approved number of participants to be served (funded number) and the project objectives for your project for this grant award cycle (2010-2015). This information was retrieved from the approved ***"Student Support Services Program Profile"*** of the application package as provided by the project.

Navigation
Users can go to this page by clicking on the "Standardized Objectives Report" tab on top. The following screen will be displayed:





7 Review and Submit (Tier 1)

To begin the APR submission process, click on the *Review and Submit* tab. The sample page displays below. An explanation of the two-tiered system required for submission is included on the page. Your APR is not considered complete until you have finished the entire process for evaluating the participant data.

To continue with the APR submission, click on the "***Start Submission***" button at the bottom of the page.

Review and Submit: Tier 1
Start Submission

The Review and Submit section will guide you through the submission process. Your APR is not considered submitted until you have completed the entire process that includes a two-tiered system for evaluating the quality of the participant data.

The Tier 1 data checks include the following:

- **Funded Rate and Eligibility report.** Provides information on the: (a) number and percent of participants funded to serve and served and (b) number and percent of participants served who were low-income and first-generation, students with disabilities (including disabled students who were also low income), and if applicable, (c) number and percent of all disabled students who were also low-income. If your funded rate is below 100%, you will be asked to review the data file to determine if you correctly updated the participant status field and/or included records for all participants served in 2011-12. You will also be given an opportunity to review the data and make the necessary changes to your data file if you did not meet your funded numbers. If you determine that the data file is correct, you will be asked to provide an explanation for the low funded rate.
- **Critical Fields report.** This report provides the percentage of participant records with "unknown/no response" for nine data fields that we have determined are critical for analyzing project and program outcomes. Since "unknown/no response" responses do not provide usable information for data analysis, we are asking you to review fields for which 10% or more of the records have "unknown/no response" and either correct (or update) the data or provide an explanation as to why the data are not available.
- **Cohort Comparison Report.** The purpose of this report is to ensure that no additional students who were not part of the 2010-11 APR cohorts are added to the 2011-12 APR cohorts as doing so may impact your prior experience points. This report compares participants in your 2011-12 APR data file submission to that of the 2010-11 APR data by Cohort Year. For example, if in 2010-11 you indicated that 100 students were in your 2008-09 cohort, your 2011-12 APR submission should only contain 100 students for cohort year 2008-09. These students should be the same students reported in both years.

  In addition, the Cohort Comparison Report provides information on:
  (1) the number of students for whom you provided project services in 2011-12 that fall outside the cohorts,
  (2) new participants served in 2011-12, and
  (3) new summer participants served in 2011-12.

If your data file passes the Tier 1 data checks, you may submit the APR. However, please note that your APR will not be accepted until the participant data also passes Tier 2 data checks. After the Tier 1 submission the Tier 2 data checks compare the 2011-12 participant data with 2010-11 data file.

The Tier 2 data checks include the following:

- **Match to Prior Report.** Compares the participants on the 2011-12 APR with the 2010-11 data for your project to ensure that you have included the required participants on the 2011-12 file. For 4-year institutions this includes all participants in the 2010-11 APR data file with cohorts between 2006-07 and 2010-11. For 2-year institutions this includes all participants in the 2010-11 data file with cohorts between 2008-09 and 2010-11. For those participants for whom you are required to provide information and who are not included in the 2011-12 will be displayed on the screen. You must add all the student records on this report to the 2011-12 file and update the data fields for these participants.
- **Student Cohort Year report.** This report compares the data provided in field #21 (Student Cohort Year) of both your 2011-12 and 2010-11 APR data your project submitted. Those participants on the 2011-12 data file whose student cohort year (field #21) is different from the 2010-11 data are displayed on the screen. Please note that once the cohort year has been established you are not allowed to change it.

2011-12 Prior Experience (PE) Points Report. New in 2011-12 is the Prior Experience (PE) Points Report. After you successfully submit your APR, the system will generate a report that shows the Prior Experience (PE) points earned for the 2011-12 reporting (assessment year). Your PE points are calculated using the student-level data you submit via the online system for reporting period 2011-12 and are based on your project's approved objectives. The Department will not accept any changes to the project's 2011-12 data once you have completed the submissions of your 2011-12 APR.

If your participant data file does not meet the Tier 2 criteria, you will be provided with a report and instructions for resubmission. **You must make the needed corrections to your data file and re-submit by March 22, 2013. It is important that you review your APR for accuracy. You may not be allowed to revise your APR after March 22, 2013. You will receive an e-mail message confirming the submission of your APR. On or prior to March 22, 2013, you may contact the Help Desk if you need to make changes to the submitted APR.**

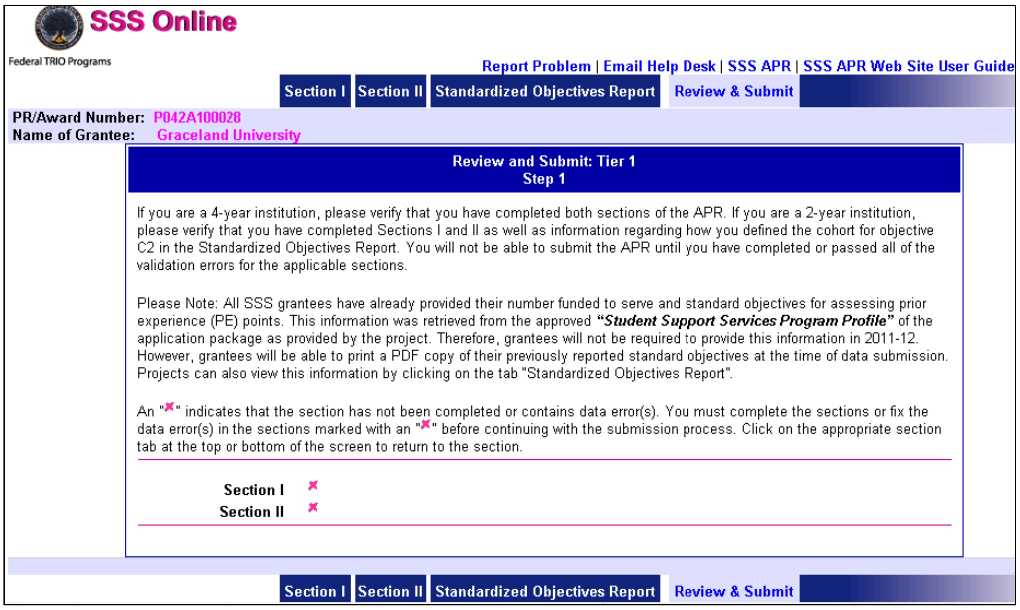
Click the "Start Submission" button to begin.

Start Submission

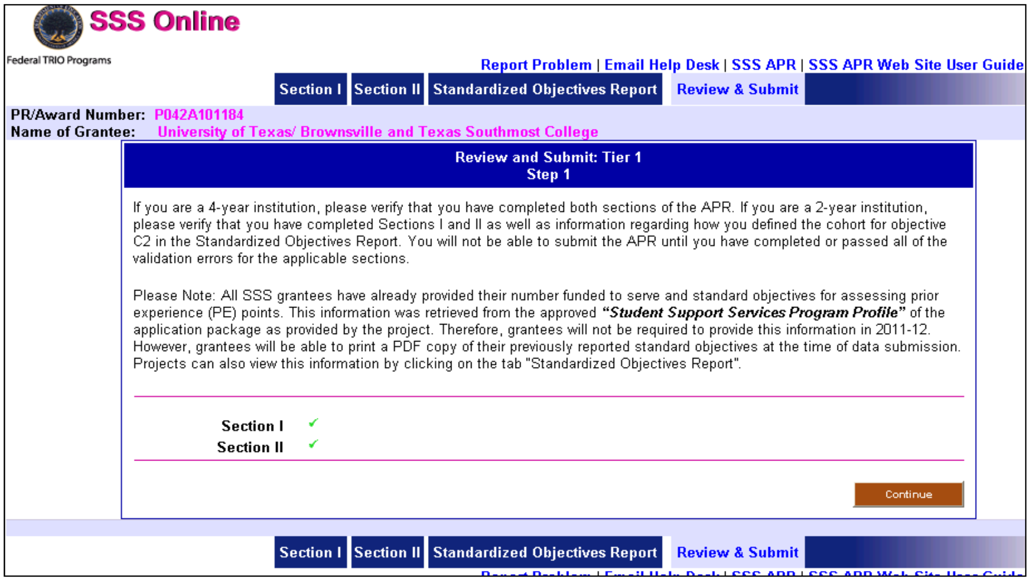
7.1 Review and Submit – Step 1

The **Review and Submit – Step 1** screen will be displayed as shown below. Grantees must complete both sections and pass all validation checks in order to proceed with the APR submission.

Green check marks display for those sections that have been completed and have passed the data validation error checks. The pink "✗"s display for those sections that are NOT complete. To return to a section to complete it, click on the appropriate section tab at the top of the screen.



When both sections are complete, the **Review and Submit – Step 1** screen displays as shown below, with green check marks next to each section indicating it has been completed. To proceed with the APR submission, click on the "***Continue***" button.



7.2 Review and Submit – Step 2 Cohort Comparison Report

The second step of the Tier 1 process is the **Cohort Comparison Report**.

The following screen displays:

SSS Online

Federal TRIO Programs

Report Problem | Email Help Desk | SSS APR | SSS APR Web Site User Guide

Section I | Section II | Standardized Objectives Report | Review & Submit

PR/Award Number:
Name of Grantee:

Review and Submit: Tier 1

Step 2 - Cohort Comparison Report

Comparison of Participants in Your 2011-12 APR Data File Submission
vs. the 2010-11 File by Cohort Year
(4-Year Institutions)

Cohort Year	Number of Participants in Your 2011-12 APR Data File	Number of Participants in your 2010-11 APR Data File
2006-07	41	41
2007-08	59	59
2008-09	35	145
2009-10	157	246
2010-11	126	205
Total	**418**	**696**

Additional Information Regarding Your 2011-12 APR Data File Submission

Number of participants prior to the 2006-07 cohort = 80
Number of New Participants = 127
Number of New Summer Participants = 3

WARNING! WARNING! WARNING!

The "Number of Participants in Your 2011-12 APR Data File" does not match the "Number of Participants in Your 2010-11 APR Data File" for cohort year(s) 2008-09, 2009-10, 2010-11. This can occur if: (1) you deleted records that were on your 2010-11 file, (2) you added records that were not in your 2010-11 data file, and/or (3) you have duplicate records.

If you deleted records that were on your 2010-11 APR file, you can either click on the "Go Back to Section II" button and add the records back or click on the "Confirm" button and in Tier 2 (Match-To-Prior Report), the records that are missing will be displayed, at which point you will be asked to add the records back.

Please be advised that by adding records to pre-established cohorts this may impact your **Prior Experience (PE)** points. Therefore, if you inadvertently added records to the cohort(s) mentioned above, please select "Go Back to Section II " and delete the record(s) accordingly. If you concur with the additional records to the cohort(s), please select "Confirm".

By selecting "Confirm", the records that are being added become part of your data file. Therefore, please be advised that once you add records to the cohort(s) you will not be allowed to drop these records in subsequent reporting periods.

Hint: To identify the additional records on your 2011-12 APR, compare your 2011-12 APR data file to your 2010-11 APR data file. If you do not have your 2010-11 APR data file readily available, you may download the file by going back to the Getting Started page and selecting Download.

Go back to Section II | Confirm

Section I | Section II | Standardized Objectives Report | Review & Submit

Report Problem | Email Help Desk | SSS APR | SSS APR Web Site User Guide

7.3 Review and Submit – Step 3 Funded Rate and Eligibility Status

The third step of the Tier 1 process is the **Funded/Served Rate Report and Eligibility Status Report**. The following screen displays:

Review and Submit: Tier 1

Step 3-Funded Rate and Eligibility Status Table and Current Participants Report

2011-12 Funded Rate and Eligibility Table

The table below provides information on the: (a) number and percent of participants funded to serve and served and (b) number and percent of participants served who were low-income and first-generation, students with disabilities (including disabled students who were also low income), and if applicable, (c) number and percent of all disabled students who were also low-income. As noted below, the one-third eligibility requirement only applies if the project served at least one disabled student.

The information provided in the section **"Number of Participants Funded to Serve & Served"** is based on serving at least as many participants (i.e., 100%) were served as the project was funded to serve.

The information provided in the section **"2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income"** is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: "Number first-generation and low-income, and/or disabled including disabled who are also low-income" was divided by the column: "Number of Current Participants Served."

The information provided in the section **"1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income"** is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: "Number of students w/disabilities who are also low-income" was divided by the column: "Number of students w/disabilities (including disabled and low-income)".

Please review the information contained in the table below. If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

Funded Rate and Eligibility Status Table

Number of Participants Funded to Serve & Served			2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income		1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income*		
Number Funded to Serve	Number of Current Participants Served	Percent Served	Number of first-generation and low-income, and/or disabled including disabled who are also low-income	2/3 Eligibility Percent	Number of students w/disabilities (including disabled and low-income)	Number of students w/disabilities who are also low-income	1/3 Eligibility Percent
275	275	**100%**	255	93%	22	21	95%

*The requirement only applies if at least one disabled student was served. If no disabled students were served, then the requirement does not apply.

2011-12 Current Participants and Eligibility Status Report

The report below provides a list of your new, continuing, and new (summer only) participants (1, 2, 8, or 9) along with the participant's eligibility status and student's cohort year.

- Your current participants are derived from field #22, Participant Status, and are coded as follows:
  1 = New participant (for this reporting period; part of the 2011-12 cohort)
  2 = Continuing participant
  8 = New Summer participant—Earned College Credits (2011 summer session only; part of 2012-13 cohort)
  9 = New Summer participant—**Did not** Earn College Credits (2011 summer session only; part of 2012-13 cohort)

- The eligibility status codes are derived from field #15 and are:
  1 = Low-Income and First-Generation,
  2 = Low Income Only,
  3 = First-Generation Only,
  4 = Disabled, and
  5 = Disabled and Low Income.

- The student's cohort year codes are derived from field #21 and are:
  1 = Other(prior to 2005-06)
  7 = 2005-06
  8 = 2006-07
  9 = 2007-08
  10 = 2008-09
  11 = 2009-10
  12 = 2010-11
  13 = 2011-12
  14 = 2012-13

Please review the information carefully and

- verify the participant and eligibility status codes are correct.
- verify that all students reported as current participants (1, 2, 8, or 9) were actually served during this reporting period.
- verify that you correctly updated the participant status field for all participants served in a previous reporting period.
- provide an explanation if you did not meet the number of participants funded to serve.

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Current Participants and Eligibility Status Report for 2011-12 (Participant Status = 1, 2, 8, or 9)

	Participant's Name	Participant Status	Eligibility Status	Cohort Year
1		2 = Continuing participant	3 = First-Generation Only	11 = 2009-10
2		1 = New participant (2011-12 cohort)	1 = Low-Income and First-Generation	12 = 2010-11
3		1 = New participant (2011-12 cohort)	1 = Low-Income and First-Generation	12 = 2010-11
4		1 = New participant (2011-12 cohort)	1 = Low-Income and First-Generation	12 = 2010-11
5		1 = New participant (2011-12 cohort)	1 = Low-Income and First-Generation	12 = 2010-11
6		1 = New participant (2011-12 cohort)	1 = Low-Income and First-Generation	12 = 2010-11
7		1 = New participant (2011-12 cohort)	1 = Low-Income and First-Generation	12 = 2010-11
8		1 = New participant (2011-12 cohort)	1 = Low-Income and First-Generation	12 = 2010-11
9		2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
10		1 = New participant (2011-12 cohort)	5 = Disabled & Low Income	12 = 2010-11
11		1 = New participant (2011-12 cohort)	1 = Low-Income and First-Generation	12 = 2010-11
12		1 = New participant (2011-12 cohort)	1 = Low-Income and First-Generation	12 = 2010-11
13		2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
14		1 = New participant (2011-12 cohort)	1 = Low-Income and First-Generation	12 = 2010-11
15		2 = Continuing participant	5 = Disabled & Low Income	11 = 2009-10
16		1 = New participant (2011-12 cohort)	1 = Low-Income and First-Generation	12 = 2010-11
17		2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
18		2 = Continuing participant	5 = Disabled & Low Income	10 = 2008-09
19		2 = Continuing participant	1 = Low-Income and First-Generation	Other(prior to 2005-06)
20		2 = Continuing participant	1 = Low-Income and First-Generation	9 = 2007-08

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Continue

The Funded Rate and Eligibility Report compares:

- the number of current year participant records on the data file with the number of participants the grantee was approved to serve in 2010-11,
- the number and percent of participants who are first-generation and low-income, and
- The number and percent of participants who disabled and disabled and low-income.

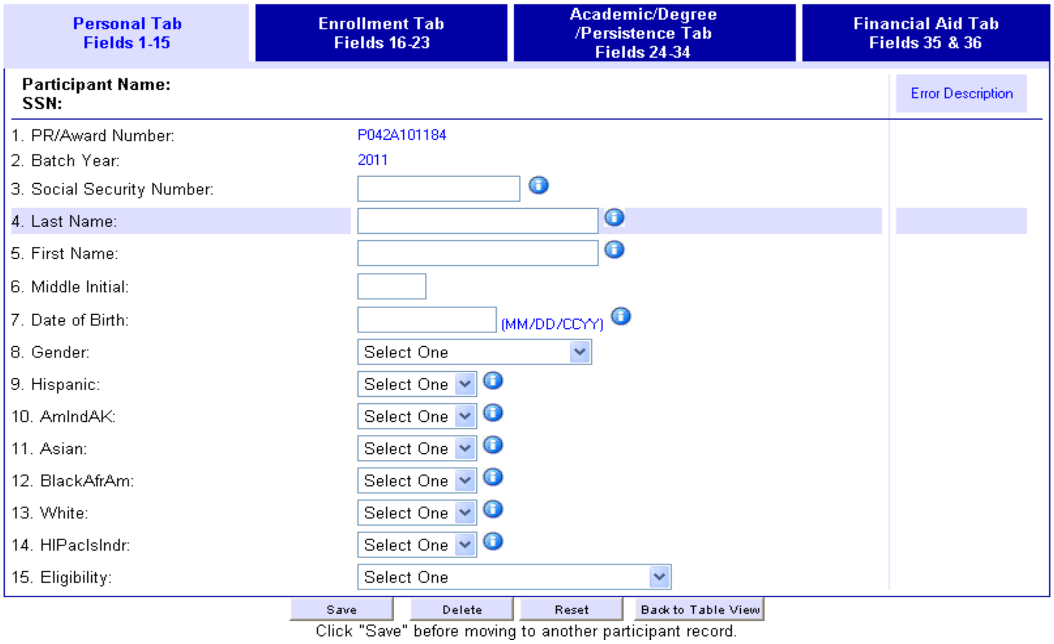
If your funded rate is below 100%, you will be asked to review certain aspects of your data. You will also be given an opportunity to review the data and make the necessary changes to your data file if you did not meet your funded numbers. If you determine that the data file is correct, you will be asked to provide an explanation for the low funded rate.
The information provided in the section **"2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income"** is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: "Number first-generation and low-income, and/or disabled including disabled who are also low-income" was divided by the column: "Number of Current Participants Served."

The information provided in the section **"1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income"** is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: "Number of students w/disabilities who are also low-income" was divided by the column: "Number of students w/disabilities (including disabled and low-income)".

If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

The screen below displays information on the project's funded number, two-thirds, and one-third disabled and low-income requirement. Also displayed is the list of current participants included on your file and their eligibility status. Current participants are those participants who have been coded as 1, 2, 8 or 9 in the Participant Status (field 22) and coded as a 1, 2, 3, 4, or 5 in the Eligibility Status field (15).

To change the participant or eligibility status of a participant, click on the *Participant's Name* hyperlink to return to the Section II Web form (shown below) and update the Participant Status Code (field 22) and/or Eligibility Status (field 15).



Personal Tab Fields 1-15 | Enrollment Tab Fields 16-23 | Academic/Degree /Persistence Tab Fields 24-34 | Financial Aid Tab Fields 35 & 36

Participant Name:
SSN:

Error Description

1. PR/Award Number:	P042A101184
2. Batch Year:	2011
3. Social Security Number:	
4. Last Name:	
5. First Name:	
6. Middle Initial:	
7. Date of Birth:	(MM/DD/CCYY)
8. Gender:	Select One
9. Hispanic:	Select One
10. AmIndAK:	Select One
11. Asian:	Select One
12. BlackAfrAm:	Select One
13. White:	Select One
14. HIPacIslndr:	Select One
15. Eligibility:	Select One

Save | Delete | Reset | Back to Table View

Click "Save" before moving to another participant record.

Once you have made the necessary changes on this screen, click on the "***Back to Funded/Served***" button to return to the Funded Rate Report screen. Click on the "***Continue***" button to proceed.

If the Funded-to-Serve rate is still too low, you must either continue to correct the participant data or provide an explanation in order to proceed with the APR submission. A grantee may have a calculated funded rate below the established range in some circumstances. In these situations, you can provide an explanation for the discrepancy between the funded number and the number served. You can type your explanation in the text box provided at the bottom of the screen. A project is not required to provide an explanation if they do not meet their two-thirds and/or one-third eligibility requirements.

Review and Submit: Tier 1

Step 3-Funded Rate and Eligibility Status Table and Current Participants Report

2011-12 Funded Rate and Eligibility Table

The table below provides information on the: (a) number and percent of participants funded to serve and served and (b) number and percent of participants served who were low-income and first-generation, students with disabilities (including disabled students who were also low income), and if applicable, (c) number and percent of all disabled students who were also low-income. As noted below, the one-third eligibility requirement only applies if the project served at least one disabled student.

The information provided in the section **"Number of Participants Funded to Serve & Served"** is based on serving at least as many participants (i.e., 100%) were served as the project was funded to serve.

The information provided in the section **"2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income"** is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: "Number first-generation and low-income, and/or disabled including disabled who are also low-income" was divided by the column: "Number of Current Participants Served."

The information provided in the section **"1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income"** is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: "Number of students w/disabilities who are also low-income" was divided by the column: "Number of students w/disabilities (including disabled and low-income)".

Please review the information contained in the table below. If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

Funded Rate and Eligibility Status Table

Number of Participants Funded to Serve & Served			2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income		1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income*		
Number Funded to Serve	Number of Current Participants Served	Percent Served	Number of first-generation and low-income, and/or disabled including disabled who are also low-income	2/3 Eligibility Percent	Number of students w/disabilities (including disabled and low-income)	Number of students w/disabilities who are also low-income	1/3 Eligibility Percent
170	160	**94%**	141	88%	13	13	100%

*The requirement only applies if at least one disabled student was served. If no disabled students were served, then the requirement does not apply.

2011-12 Current Participants and Eligibility Status Report

The report below provides a list of your new, continuing, and new (summer only) participants (1, 2, 8, or 9) along with the participant's eligibility status and student's cohort year.

- Your current participants are derived from field #22, Participant Status, and are coded as follows:
  1 = New participant (for this reporting period; part of the 2011-12 cohort)
  2 = Continuing participant
  8 = New Summer participant—Earned College Credits (2011 summer session only; part of 2012-13 cohort)
  9 = New Summer participant—**Did not** Earn College Credits (2011 summer session only; part of 2012-13 cohort)

- The eligibility status codes are derived from field #15 and are:
  1 = Low-Income and First-Generation,
  2 = Low Income Only,
  3 = First-Generation Only,

4 = Disabled, and
5 = Disabled and Low Income.

- The student's cohort year codes are derived from field #21 and are:
  1 = Other(prior to 2005-06)
  7 = 2005-06
  8 = 2006-07
  9 = 2007-08
  10 = 2008-09
  11 = 2009-10
  12 = 2010-11
  13 = 2011-12
  14 = 2012-13

Please review the information carefully and

- verify the participant and eligibility status codes are correct.
- verify that all students reported as current participants (1, 2, 8, or 9) were actually served during this reporting period.
- verify that you correctly updated the participant status field for all participants served in a previous reporting period.
- provide an explanation if you did not meet the number of participants funded to serve.

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Current Participants and Eligibility Status Report for 2011-12 (Participant Status = 1, 2, 8, or 9)

	Participant's Name	Participant Status	Eligibility Status	Cohort Year
1		2 = Continuing participant	2 = Low Income Only	10 = 2008-09
2		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
3		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
4		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
5		2 = Continuing participant	2 = Low Income Only	12 = 2010-11
6		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
7		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
8		2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
9		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
10		2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
11		2 = Continuing participant	1 = Low-Income and First-Generation	9 = 2007-08
12		2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
13		2 = Continuing participant	1 = Low-Income and First-Generation	10 = 2008-09
14		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
15		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
16		2 = Continuing participant	1 = Low-Income and First-Generation	10 = 2008-09
17		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
18		2 = Continuing participant	1 = Low-Income and First-Generation	10 = 2008-09
19		2 = Continuing participant	5 = Disabled & Low Income	12 = 2010-11
20		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11

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There are some circumstances in which a grantee may have a calculated funded rate outside the established range. In these situations, you must provide an explanation for the large discrepancy between the funded number and the number served. Type your explanation in the text box below (limit 1,000 characters and spaces).

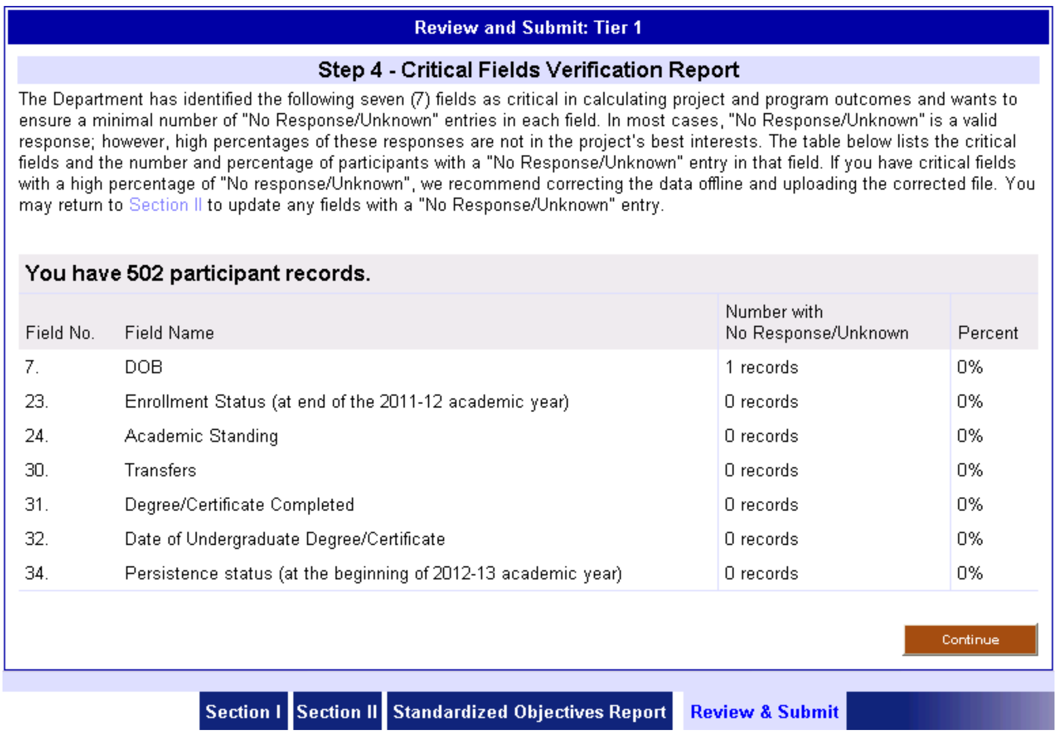
Submit Explanation and Continue

Click on the "***Submit Explanation and Continue***" button to proceed.

7.4 Review and Submit – Step 4 Critical Fields Verification Report

The next step of the Tier 1 process is the **Critical Fields Verification Report**. The Critical Fields report provides a percentage of participant records with "unknown/no response" for nine data fields that have been determined as critical for analyzing project and program outcomes. Since an "unknown/no response" does not provide usable information for data analysis, we ask that you review fields for which 10% or more of the records have "unknown/no response" and either correct (or update) the data or provide an explanation as to why the data is not available.

If no explanation is required for the Critical Fields, the following screen will be displayed.


Review and Submit: Tier 1

Step 4 - Critical Fields Verification Report

The Department has identified the following seven (7) fields as critical in calculating project and program outcomes and wants to ensure a minimal number of "No Response/Unknown" entries in each field. In most cases, "No Response/Unknown" is a valid response; however, high percentages of these responses are not in the project's best interests. The table below lists the critical fields and the number and percentage of participants with a "No Response/Unknown" entry in that field. If you have critical fields with a high percentage of "No response/Unknown", we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with a "No Response/Unknown" entry.

You have 502 participant records.

Field No.	Field Name	Number with No Response/Unknown	Percent
7.	DOB	1 records	0%
23.	Enrollment Status (at end of the 2011-12 academic year)	0 records	0%
24.	Academic Standing	0 records	0%
30.	Transfers	0 records	0%
31.	Degree/Certificate Completed	0 records	0%
32.	Date of Undergraduate Degree/Certificate	0 records	0%
34.	Persistence status (at the beginning of 2012-13 academic year)	0 records	0%

Continue

Section I | Section II | Standardized Objectives Report | Review & Submit

Click on the "***Continue***" button to proceed.

If an explanation was entered on the Funded Rate Report, the screen will be displayed noting that TRIO will review the explanation (as shown on the screen below):

SSS Online

Federal TRIO Programs

Report Problem | Email Help Desk | SSS APR | SSS APR Web Site User Guide

Section I | Section II | Standardized Objectives Report | Review & Submit

PR/Award Number:
Name of Grantee:

Review and Submit: Tier 1

Your funded/served explanation has been saved and will be reviewed by TRIO.

Step 4 - Critical Fields Verification Report

The Department has identified the following seven (7) fields as critical in calculating project and program outcomes and wants to ensure a minimal number of "No Response/Unknown" entries in each field. In most cases, "No Response/Unknown" is a valid response; however, high percentages of these responses are not in the project's best interests. The table below lists the critical fields and the number and percentage of participants with a "No Response/Unknown" entry in that field. If you have critical fields with a high percentage of "No response/Unknown", we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with a "No Response/Unknown" entry.

You have 357 participant records.

Field No.	Field Name	Number with No Response/Unknown	Percent
7.	DOB	0 records	0%
23.	Enrollment Status (at end of the 2011-12 academic year)	152 records	43%
24.	Academic Standing	0 records	0%
30.	Transfers	348 records	97%

If the file contains at least one critical field where 10% of the responses are unknown or have no response, an explanation box on the screen indicating that the data must be corrected or an explanation should be provided.

Review and Submit: Tier 1

Your funded/served explanation has been saved and will be reviewed by TRIO.

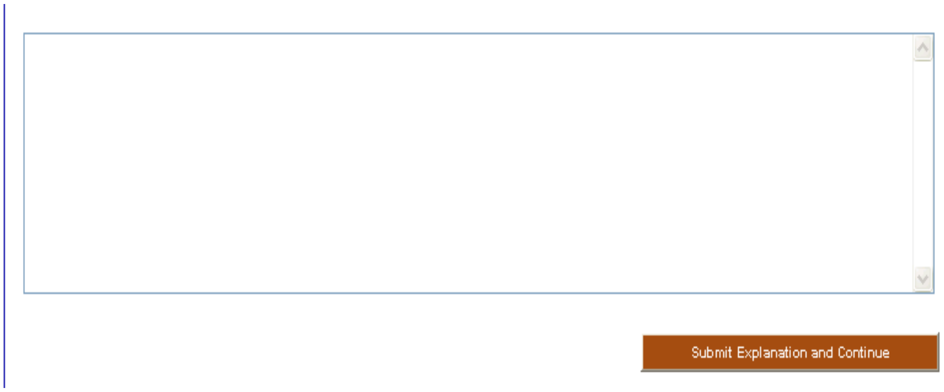
Step 4 - Critical Fields Verification Report

The Department has identified the following seven (7) fields as critical in calculating project and program outcomes and wants to ensure a minimal number of "No Response/Unknown" entries in each field. In most cases, "No Response/Unknown" is a valid response; however, high percentages of these responses are not in the project's best interests. The table below lists the critical fields and the number and percentage of participants with a "No Response/Unknown" entry in that field. If you have critical fields with a high percentage of "No response/Unknown", we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with a "No Response/Unknown" entry.

You have 357 participant records.

Field No.	Field Name	Number with No Response/Unknown	Percent
7.	DOB	0 records	0%
23.	Enrollment Status (at end of the 2011-12 academic year)	152 records	43%
24.	Academic Standing	0 records	0%
30.	Transfers	348 records	97%
31.	Degree/Certificate Completed	348 records	97%
32.	Date of Undergraduate Degree/Certificate	0 records	0%
34.	Persistence status (at the beginning of 2012-13 academic year)	151 records	42%

Type in your explanation in the text box below. Your explanation will be reviewed by TRIO.



To change a participant's record, click on the *Section II* hyperlink to return to the Section II Web form. Once you have made the necessary changes on this screen, click on the *Review and Submit* tab to resubmit your data.

If any of the nine Critical Fields still has 10% or more unknown/no responses, you must either continue to correct the data or provide an explanation in order to proceed with the APR submission. You can type your explanation in the text box provided at the bottom of the screen.

Click on the "***Submit Explanation and Continue***" button to proceed.

7.5 Review and Submit – Step 5

In the next step of the Tier 1 process, you can obtain a copy of your APR and Section II data for your records.

To obtain a hard copy of the APR, click on the *Display Report PDF* hyperlink under the "Obtain Annual Performance Report PDF" heading. The report will display as a PDF image. Adobe Acrobat Reader is required in order to view the file and can be downloaded from the Adobe site via the hyperlink on this page.

Once the PDF report displays, select "File-Print" from the menu to print the report or click on the printer image.

To obtain an Excel file of the 2011-12 data file, click on the "***Download Data***" button. A blue hyperlink file (example: *P042AYYXXS9_2011-12.xlsx*) will appear on the screen.

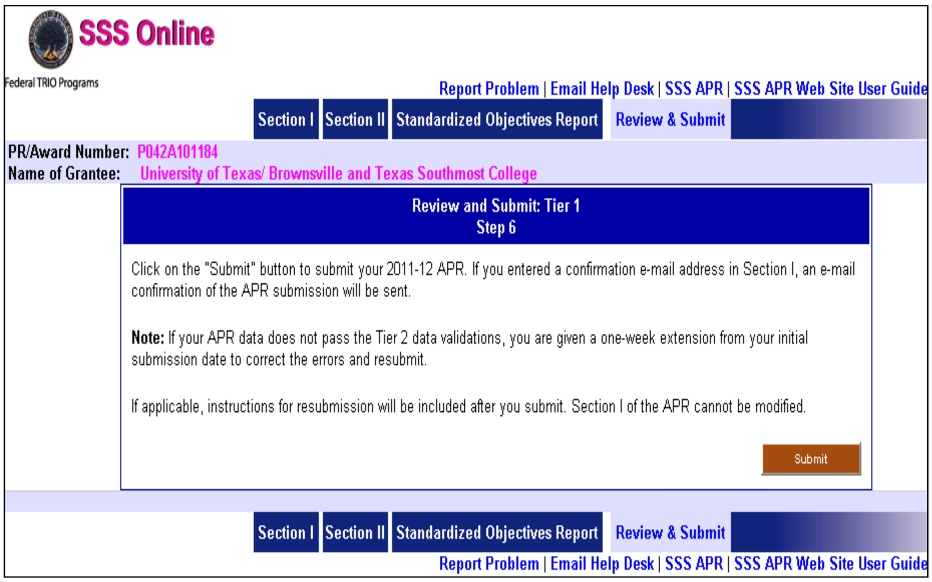
To open the file in your browser window, click on the hyperlink.

To save the file to your desktop, right click using your mouse and select the "Save Target As" option as shown below. Select a location on your desktop (e.g., My Documents) to save the file.

Once you have printed a copy of the APR for your records and downloaded the Excel data version, you can click on the "***Continue***" button to proceed with the Review and Submit process.

7.6 Review and Submit – Step 6

In this final step of Tier 1, you can submit your APR.

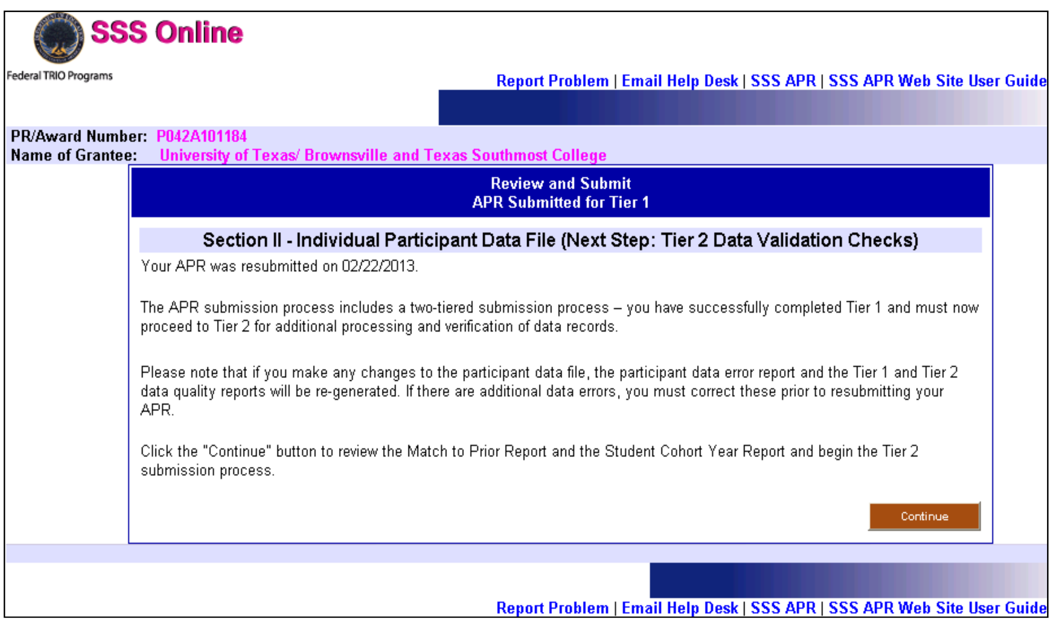


To submit the APR, click on the "***Submit***" button.

7.7 Review and Submit - APR Submitted Screen

The APR is not considered complete until the participant data passes the second tier data checks. If the checks show no further revisions are necessary or you are a new grantee, the APR submission process is complete.

If the Section II participant data does not pass the Tier 2 checks, you must revise and resubmit your Section II within one week. A screen similar to the one below will display:



Please note that any changes to the participant data file, the participant data error report and the Tier 1 and Tier 2 data quality reports will be run again. If there are additional data errors, you must correct these prior to resubmitting your APR.
Click on the "***Continue***" button to proceed to Tier 2 and view the **Match to Prior** and **New Participant Reports** and review further instructions for resubmission.

8 Tier 2 - Submission Verification Reports

The second tier data checks include Match to Prior report and Student Cohort Year report.

8.1 Match to Prior Report

The Match to Prior report compares the participants on the 2011-12 APR with the participants on the 2010-11 APR to ensure that grantees have included in the APR all the participants on the 2010-11 data file that fall within the required cohorts.
Those 2010-11 participants not included on the 2011-12 file are displayed on the screen. To include a participant for 2011-12, click on the individual checkbox then click on the "Update 2011-12 file" button. To add all of the participants listed on the **current page** click on the "Check All on Current Page" button. Once you have clicked on the "Check All on Current Page", you must click on the "Update 2011-12 file" button.

Tier 2 - Submission Verification Reports

Match to Prior Report

This report compares the participants on your 2011-12 APR with the 2010-11 data file to ensure that you have included in your APR all participants on the 2010-11 data file that fall within the required cohorts. Those participants that are not included on your 2011-12 APR but were on your 2010-11 file are displayed below.

Mismatches: Grantees sometimes find in the 2010-11 file a student who they know is already in their 2011-12 APR. Often times, this occurs when an earlier year's record for a student does not match the 2011-12 record because the latter has a change in SSN, date of birth, or first and/or last name. The Department asks grantees not to change identifying data for students (name, SSN, and date of birth) reported in the 2010-11 data file, even if the information is found to have errors. For the sake of consistency in data matching, it is not critical if a student's record has misspellings or an inaccurate SSN as long as the information remains the same from year to year. Please do not add back a student listed in the 2010-11 file if you believe it will result in two records for one student, e.g., duplicate; instead, change the identifying data for the student to match the data in the 2010-11 file.

How to restore student records to your 2011-12 APR file: To restore any participants listed below to your 2011-12 APR file, click the box aligned with the student's name; then click "Update 2011-12 file." To add all of the students at once, click "Check All on Current Page" before clicking the "Update" box. Once you have restored records to your 2011-12 APR file, please update all data fields for the student.

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Total participants in 2010-11 not listed in the 2011-12 submission: 278

#	Participant Name	Student Cohort Year	Check All on Current Page
1		2009-10	☐
2		2008-09	☐
3		2008-09	☐
4		2008-09	☐
5		2010-11	☐
6		2008-09	☐
7		2010-11	☐
8		2008-09	☐
9		2008-09	☐
10		2010-11	☐
11		2008-09	☐
12		2008-09	☐
13		2010-11	☐
14		2008-09	☐
15		2008-09	☐
16		2010-11	☐
17		2010-11	☐
18		2008-09	☐
19		2008-09	☐
20		2008-09	☐

Update 2011-12 file

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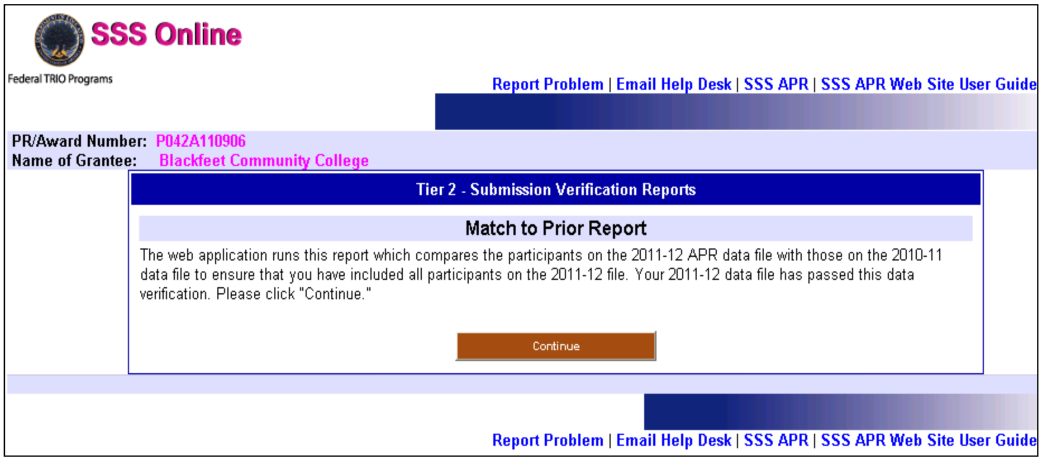
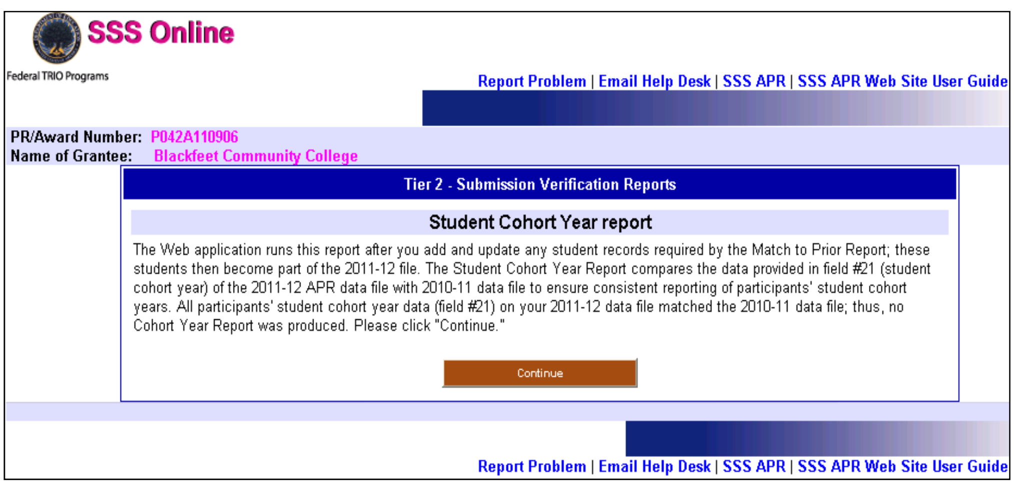


8.2 Student Cohort Year Report

This report compares the data provided in field #21 (Student Cohort Year) of both your 2011-12 and 2010-11 APR data your project submitted. Those participants on the 2011-12 data file whose student cohort year (field #21) is different from the 2010-11 data are displayed on the screen. Please note that once the cohort year has been established you are not allowed to change it.

If all participants' student cohort year data (field #21) on your 2011-12 data file matches the 2010-11 data file, no Cohort Year Report is produced. A screen such as the one below will display:



Click on the "***Continue***" button to proceed to the next step.

8.3 Cohort Comparison Report (Tier 2)

Once all the participants have been included in the MTP file or the cohort year has been updated, you will continue to the Tier 2 Cohort Comparison report. At this point, the system will run all reports again and will include any updates or revisions made resulting from the Tier 2 changes.

Tier 2 - Submission Verification Reports

Tier 2 - Cohort Comparison Report

Comparison of Participants in Your 2011-12 APR Data File Submission
vs. the 2010-11 File by Cohort Year
(2-Year Institutions)

Cohort Year	Number of Participants in Your 2011-12 APR Data File	Number of Participants in your 2010-11 APR Data File
2008-09	110	110
2009-10	88	88
2010-11	80	79
Total	**278**	**277**

Additional Information Regarding Your 2011-12 APR Data File Submission
Number of participants prior to the 2008-09 cohort = 79
Number of New Participants = 0
Number of New Summer Participants = 0

WARNING! WARNING! WARNING!

The "Number of Participants in Your 2011-12 APR Data File" does not match the "Number of Participants in Your 2010-11 APR Data File" for cohort year(s) 2010-11. This can occur if: (1) you deleted records that were on your 2010-11 data file, (2) you added records that were not in your 2010-11 data file, and/or (2) you have duplicate records.

If you deleted records that were on your 2010-11 APR file, you can either click on the "Go Back to Section II" button and add the records back or click on the "Confirm" button and in Tier 2 (Match-To-Prior Report), the records that are missing will be displayed, at which point you will be asked to add the records back.

Please be advised that by adding records to pre-established cohorts this may impact your **Prior Experience (PE)** points. Therefore, if you inadvertently added records to the cohort(s) mentioned above, please select "Go Back to Section II " and delete the record(s) accordingly. If you concur with the additional records to the cohort(s), please select "Confirm".

By selecting "Confirm", the records that are being added become part of your data file. Therefore, please be advised that once you add records to the cohort(s) you will not be allowed to drop these records in subsequent reporting periods.

Hint: To identify the additional records on your 2011-12 APR, compare your 2011-12 APR data file to your 2010-11 APR data file. If you do not have your 2010-11 APR data file readily available, you may download the file by going back to the Getting Started page and selecting Download.

Go back to Section II   Confirm

8.4 Funded Rate and Eligibility Status Report (Tier 2)

Funded Rate report displays the number of participants your institution was funded to serve, the number of current students included on your file, and your funded-to-serve rate. Also displayed is the list of current participants included on your file. Current participants are those participants who have been coded as 1, 2, 8 or 9 in the Participant Status Code field (field 22). The total number of current participants should be equal to or close to the number your institution has been funded to serve.

The report compares the number of current year participant records on the data file with - the number of participants the grantee was approved to serve in 2010-11, the number and percent of participants who are first-generation and low-income, and the number and percent of participants who are disabled and disabled and low-income.

If your funded rate falls below 100%, you will be asked to review the data file to determine if you correctly updated the participant status field and/or included records for all participants served in 2008-09. If you determine that the data file is correct, you will be asked to provide an explanation for the high or low funded rate.

The information provided in the section **"2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income"** is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: "Number first-generation and low-income, and/or disabled including disabled who are also low-income" was divided by the column: "Number of Current Participants Served."

The information provided in the section **"1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income"** is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: "Number of students w/disabilities who are also low-income" was divided by the column: "Number of students w/disabilities (including disabled and low-income)".

If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

To change the status of a participant, click on the *Participant's Name* hyperlink to return to the Section II Web form (shown below) and update the Participant Status Code (field 22).

Tier 2 - Submission Verification Reports

Tier 2-Funded Rate and Eligibility Status Table and Current Participants Report

2011-12 Funded Rate and Eligibility Table

The table below provides information on the: (a) number and percent of participants funded to serve and served and (b) number and percent of participants served who were low-income and first-generation, students with disabilities (including disabled students who were also low income), and if applicable, (c) number and percent of all disabled students who were also low-income. As noted below, the one-third eligibility requirement only applies if the project served at least one disabled student.

The information provided in the section **"Number of Participants Funded to Serve & Served"** is based on serving at least as many participants (i.e., 100%) were served as the project was funded to serve.

The information provided in the section **"2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income"** is based on the project meeting the two-thirds eligibility requirement (i.e., 66% or greater). To determine whether your project met this requirement, the column: "Number first-generation and low-income, and/or disabled including disabled who are also low-income" was divided by the column: "Number of Current Participants Served."

The information provided in the section **"1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income"** is based on the project meeting the one-third disabled and low-income requirement (i.e., 33% or greater). This requirement is only applicable for projects that served disabled students; therefore, if any disabled students were served at least one-third must also be low-income. To determine whether your project met this requirement, the column: "Number of students w/disabilities who are also low-income" was divided by the column: "Number of students w/disabilities (including disabled and low-income)".

Please review the information contained in the table below. If your project did not meet the requirements mentioned above, please verify that the participant and eligibility status codes for each current participant for whom you provided information are correct. Your "current participants", are coded in field 22 as a 1, 2, 8, or 9.

Funded Rate and Eligibility Status Table

Number of Participants Funded to Serve & Served			**2/3 Eligibility Requirement: First-generation and low-income, and/or students w/disabilities including students with disabilities who are also low-income**		**1/3 Eligibility Requirement: Disabled students w/disabilities who are low-income***		
Number Funded to Serve	Number of Current Participants Served	Percent Served	Number of first-generation and low-income, and/or disabled including disabled who are also low-income	2/3 Eligibility Percent	Number of students w/disabilities (including disabled and low-income)	Number of students w/disabilities who are also low-income	1/3 Eligibility Percent
170	160	**94%**	141	88%	13	13	100%

*The requirement only applies if at least one disabled student was served. If no disabled students were served, then the requirement does not apply.

2011-12 Current Participants and Eligibility Status Report

The report below provides a list of your new, continuing, and new (summer only) participants (1, 2, 8, or 9) along with the participant's eligibility status and student's cohort year.

- Your current participants are derived from field #22, Participant Status, and are coded as follows:
  1 = New participant (for this reporting period; part of the 2011-12 cohort)
  2 = Continuing participant
  8 = New Summer participant—Earned College Credits (2011 summer session only; part of 2012-13 cohort)
  9 = New Summer participant—**Did not** Earn College Credits (2011 summer session only; part of 2012-13 cohort)

- The eligibility status codes are derived from field #15 and are:
  1 = Low-Income and First-Generation,
  2 = Low Income Only,
  3 = First-Generation Only,
  4 = Disabled, and
  5 = Disabled and Low Income.

- The student's cohort year codes are derived from field #21 and are:
  1 = Other(prior to 2005-06)
  7 = 2005-06
  8 = 2006-07
  9 = 2007-08
  10 = 2008-09
  11 = 2009-10
  12 = 2010-11
  13 = 2011-12
  14 = 2012-13

Please review the information carefully and

- verify the participant and eligibility status codes are correct.
- verify that all students reported as current participants (1, 2, 8, or 9) were actually served during this reporting period.
- verify that you correctly updated the participant status field for all participants served in a previous reporting period.
- provide an explanation if you did not meet the number of participants funded to serve.

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Current Participants and Eligibility Status Report for 2011-12 (Participant Status = 1, 2, 8, or 9)

	Participant's Name	Participant Status	Eligibility Status	Cohort Year
1		2 = Continuing participant	2 = Low Income Only	10 = 2008-09
2		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
3		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
4		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
5		2 = Continuing participant	2 = Low Income Only	12 = 2010-11
6		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
7		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
8		2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
9		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
10		2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
11		2 = Continuing participant	1 = Low-Income and First-Generation	9 = 2007-08
12		2 = Continuing participant	1 = Low-Income and First-Generation	11 = 2009-10
13		2 = Continuing participant	1 = Low-Income and First-Generation	10 = 2008-09
14		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
15		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
16		2 = Continuing participant	1 = Low-Income and First-Generation	10 = 2008-09
17		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11
18		2 = Continuing participant	1 = Low-Income and First-Generation	10 = 2008-09
19		2 = Continuing participant	5 = Disabled & Low Income	12 = 2010-11
20		2 = Continuing participant	1 = Low-Income and First-Generation	12 = 2010-11

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There are some circumstances in which a grantee may have a calculated funded rate outside the established range. In these situations, you must provide an explanation for the large discrepancy between the funded number and the number served. Type your explanation in the text box below (limit 1,000 characters and spaces).

dsfd

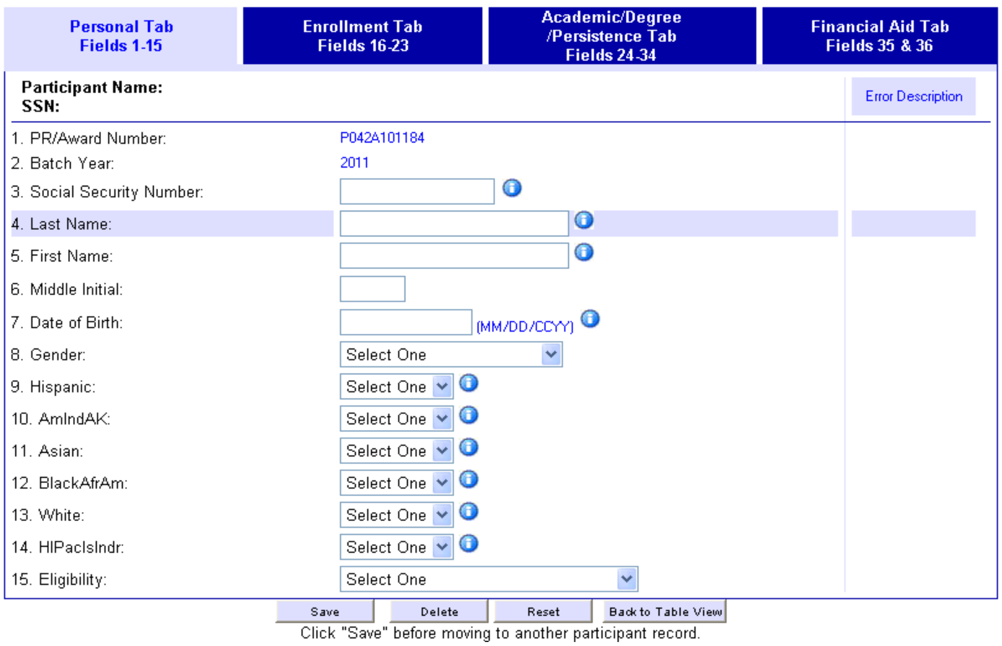
Submit Explanation and Continue

If the rate does not fall within the established threshold, you will need to verify the participant status code for each of your participants.

If the rate is low, this may indicate that not all participants have been included on the file or that some participants have been misreported as prior participants.

If the rate is high, this may indicate that some participants have been misreported as current participants.

To change the status of a participant, click on the *Last Name* hyperlink to return to the Section II Web form and update the Participant Status Code (field 22) and any other fields as necessary.



Once you have made the necessary changes on this screen, click on the "***Back to Funded/Served***" button to return to the Tier 2 Funded Served Report.

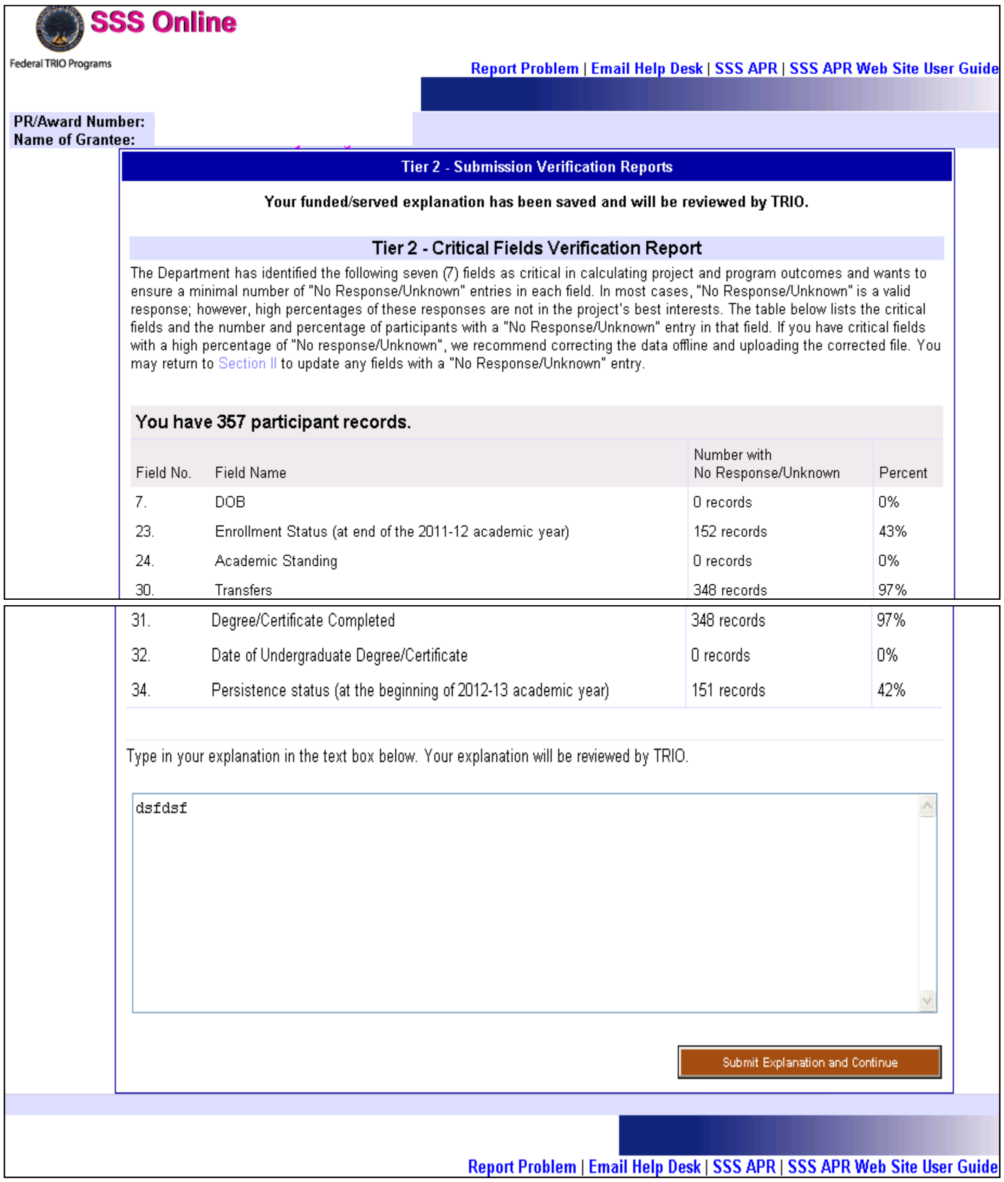
Click on the "***Continue***" button to proceed to the Tier 2 Critical Fields Verification Report.

Click on the "***Submit Explanation and Continue***" button to proceed to the Tier 2 Critical Fields Verification Report for Tier 2.

8.5 Critical Fields Report (Tier 2)

The Critical Fields report provides a percentage of participant records with "unknown/no response" for nine data fields that have been determined as critical for analyzing project and program outcomes. Since an "unknown/no response" does not provide usable information for data analysis, we ask that you review fields for which 10% or more of the records have "unknown/no response" and either correct (or update) the data or provide an explanation as to why the data are not available.

If an explanation was entered on the Funded Rate Report, it will be noted on the screen under the "Tier 2- Funded Rate Report" heading. Otherwise, the number of students funded to serve, the number of current students reported, and the funded-to-serve rate will be displayed.



SSS Online

Federal TRIO Programs

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PR/Award Number:
Name of Grantee:

Tier 2 - Submission Verification Reports

Your funded/served explanation has been saved and will be reviewed by TRIO.

Tier 2 - Critical Fields Verification Report

The Department has identified the following seven (7) fields as critical in calculating project and program outcomes and wants to ensure a minimal number of "No Response/Unknown" entries in each field. In most cases, "No Response/Unknown" is a valid response; however, high percentages of these responses are not in the project's best interests. The table below lists the critical fields and the number and percentage of participants with a "No Response/Unknown" entry in that field. If you have critical fields with a high percentage of "No response/Unknown", we recommend correcting the data offline and uploading the corrected file. You may return to Section II to update any fields with a "No Response/Unknown" entry.

You have 357 participant records.

Field No.	Field Name	Number with No Response/Unknown	Percent
7.	DOB	0 records	0%
23.	Enrollment Status (at end of the 2011-12 academic year)	152 records	43%
24.	Academic Standing	0 records	0%
30.	Transfers	348 records	97%
31.	Degree/Certificate Completed	348 records	97%
32.	Date of Undergraduate Degree/Certificate	0 records	0%
34.	Persistence status (at the beginning of 2012-13 academic year)	151 records	42%

Type in your explanation in the text box below. Your explanation will be reviewed by TRIO.

dsfdsf

Submit Explanation and Continue

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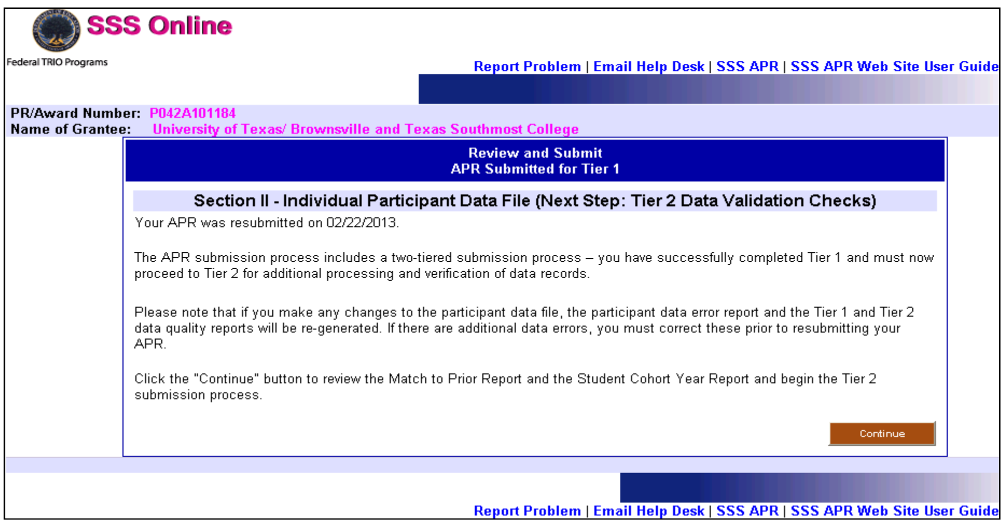
If the file contains at least one critical field with 10% or greater of "unknown/no response", an explanation box will be displayed on the screen indicating that you must either correct the response or provide an explanation.

To change a participant's data, click on the *Section II* hyperlink to return to the Section II Web form.

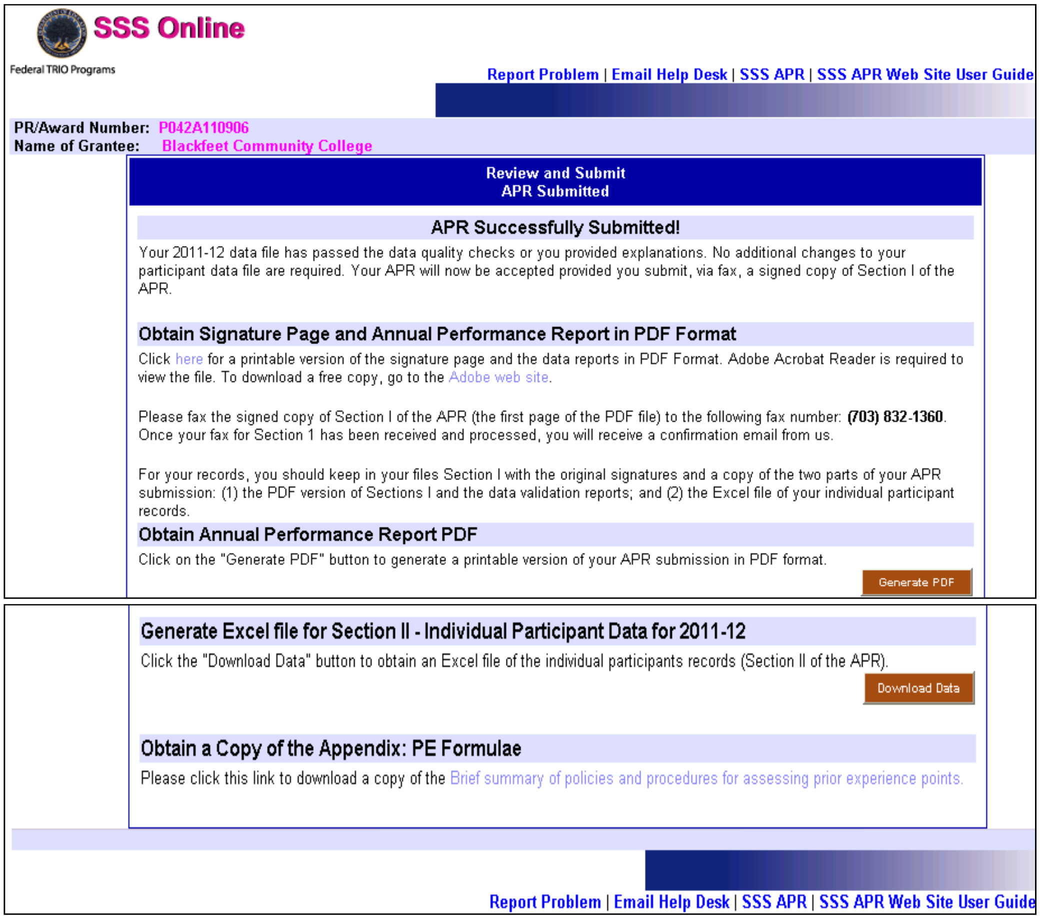
You have the option of changing the data by using the Last Name hyperlink for each participant listed. You can also click on the "***Download Participant Data***" button to download the file and edit offline. Once the changes have been made, you can upload the file using the "***Upload File***" button. See *Section 6.1.2* for further instructions on how to download a file and *Section 6.1.3* for instructions on how to upload a file.

Once you have made the necessary changes, either online or by editing offline, return to the Tier 2 reports by clicking on the "***Go back to Tier 2***" button. The following screen displays:



Click on the "***Continue***" button to proceed through the data quality checks. For each screen, you must do one of the following before proceeding to the next screen: (a) meet the established threshold; (b) update or revise participant data to meet the requirements; or (c) provide an explanation as to why your file does not meet the established threshold.

The following screen displays when the APR is successfully submitted:



The APR has been successfully submitted. No additional revisions are required. An e-mail is sent to the project director and, if provided, to the data entry person entered on Section I.

To generate a hard copy of the APR, including the Section I signature page, click on the "***Generate PDF***" button. The APR will display as a PDF.

Adobe Acrobat Reader is required to view PDF files and can be downloaded from the Adobe site via the hyperlink on this page. Once the PDF is displayed, select "File-Print" from the menu to print the report or click on the printer image.

To download an Excel version of the 2009-10 data file, click on the "***Download Data***" button. A blue hyperlink file (example: *P042AYYXXS9_2011-12_final.xlsx*) will appear on the screen.

To open the file in your browser window, click on the hyperlink.

To save the file to your desktop, right click using your mouse and select the "Save Target As" option. Select a location on your desktop (e.g., My Documents) to save the file.

Click on the "***Log Out***" button to end the session and return to the SSS home page. No further revisions to your file can be made.

8.6 Prior Experience (PE) Points Report (pdf)

New in 2011-12 is the Prior Experience (PE) Points Report. After you successfully submit your APR, the system will generate a report that shows the Prior Experience (PE) points earned for the 2011-12 reporting (assessment year). Your PE points are calculated using the student-level data you submit via the online system for reporting period 2011-12 and are based on your project's approved objectives. The Department will not accept any changes to the project's 2011-12 data once you have completed the submissions of your 2011-12 APR. The report is shown below:

U.S Department of Education
Office of Postsecondary Education/Federal TRIO Programs
Student Support Services (SSS) Program
Individual Prior Experience (PE) Points Report
2011-12 Reporting (Assessment) Year

PR/Award Number: P042A110906
Grantee: Blackfeet Community College
State: MT
Sector: Public 2-Year
First Funded in FY 2010: No

Introduction
The Prior Experience (PE) points earned for the 2011-12 assessment year were awarded on the basis of serving the approved number of students and meeting or exceeding the project's approved objectives. The Department calculated the PE points using student-level data as reported in the project's 2011-12 annual performance report (APR). For a summary of policies and procedures for assessing a project's prior experience and the formulae for calculating PE points, please see the Appendix.

The Department will not accept any changes to the project's 2011-12 APR data (or re-calculate the PE points) after the APR is submitted. However, if other information such as audit reports, site visit reports, and project evaluation reports indicates the 2011-12 APR data used to calculate PE points are incorrect, the Department may decide to adjust the PE scores or not to award PE points (see 34 CFR 646.22(a)(3)).

A project that served less than 90 percent of the number of students the project was funded to serve in 2011-12 (refer to Funded Number in table below) is not eligible to earn points for any of the PE criteria in this assessment year (see 34 CFR 646.22(b)).

To be eligible to earn PE points for the attainment (degree) criteria, a project must have submitted an APR for the year in which the cohort was established. A project first funded in 2010-11 is not eligible to earn PE points for these criteria in the 2011-12 assessment year.

Summary of PE Scores for 2011-12 Assessment Year (P042A110906)					
PE Criteria	**Maximum Points Allowed**	**Approved Rate**	**Actual Attained Rate**		**PE Points Earned**
Persistence	4	60%	5%		0
Good Academic Standing	4	70%	94%		4
Associate's Degree or Certificate	2	48%	3%		0
Associate's Degree or Certificate and Transfer to a 4-Year Institution	2	30%	3%		0
Funded Number	3	**Number of Participants Funded to Serve**	**Number of Participants Served**	**Percent Served**	0
		170	160	94%	
Total Points	**15**				4

Funded Number
The Funded Number Criterion is based on the project having served the approved funded number of participants. To earn PE points, the actual number served must be equal to or greater than the number of participants the project was funded to serve. For a detailed description on how this criterion was calculated, please see the Appendix, under ***"How is the Funded Number Criterion Calculated?"***

Funded Number Criterion for 2011-12 PE Assessment Year Maximum Points Allowed: 3			
Number of Participants Funded to Serve	**Number of Participants Served**	**Percent Served**	**PE Points Earned**
170	160	94%	0

Persistence
The Persistence Rate for a 4-year institution is defined as the percentage of all participants served by the SSS project in the reporting year who enroll at the grantee institution in the fall term of the next academic year or graduate with a bachelor's degree during the reporting year.

The Persistence Rate for a 2-year institutions is the percentage of all participants served in the reporting year who enroll at the grantee institution in the fall term of the next academic year or graduate with an associate's degree or receive a certificate and/or transfer from a 2-year to a 4-year institution by the fall term of the next academic year For a detailed description on how the rate was calculated, please see the Appendix, under ***"How is the Persistence Rate Calculated?"***

Note: The Actual Persistence Rate is calculated based on the greater of the number of participants funded to serve or the number of participants served.

2011-12 Prior Experience (PE) Assessment Score: Persistence Maximum Points Allowed: 4					
Number of Participants Funded to Serve	**Number of Participants Served**	**Number Persisted**	**Approved Persistence Objective**	**Actual Persistence Rate**	**PE Points Earned**
170	160	9	60%	5%	0

Good Academic Standing (GAS)

Good Academic Standing (GAS) is defined as the percentage of participants served by the SSS project who met the performance level required to stay in good academic standing at the grantee institution. For a detailed description on how the rate was calculated, please see the Appendix, under ***"How is the Good Academic Standing Rate Calculated?"***

Note: The Good Academic Standing Rate is calculated based on the greater of the number of participants funded to serve or the number of participants served minus any new summer participants served by the project that did not earn college credit. If applicable to your project, the Numbers of Participants Funded to Serve and the Number of Participants Served shown in the table below do not include the new summer participants that did not earn college credit.

2011-12 Prior Experience (PE) Assessment Score: Good Academic Standing (GAS) Maximum Points Allowed: 4					
Number of Participants Funded to Serve	**Number of Participants Served**	**Number in GAS**	**Approved GAS Objective**	**Actual GAS Rate**	**PE Points Earned**
170	160	159	70%	94%	4

Associate's Degree or Certificate Attainment (2-year institutions)

Associate's Degree or Certificate Attainment is defined as the percentage of new participants served in the Cohort Year, who graduate with an associate's degree or received a certificate within four reporting years. For a detailed description on how the graduation and/or transfer rate was calculated, please see the Appendix, under ***"How are the Associate's Degree or Certificate Attainment/Transfer Rate Calculated?"***

Note: A project first funded in 2010-11 is not eligible to earn PE points for this criterion in the 2011-12 assessment year.

2011-12 Prior Experience (PE) Assessment Score: Associate's Degree or Certificate Attainment Maximum Points Allowed: 2					
Cohort Year	**Number of Participants in Cohort**	**Number Attaining Associate's Degree or Certificate**	**Approved Associate's Degree/Certificate Objective**	**Actual Associate's Degree/Certificate Attainment Rate**	**PE Points Earned**
2008-09	110	3	48%	3%	0

Associate's Degree or Certificate Attainment and Transfer (2-year institutions)

Associate's Degree or Certificate Attainment and Transfer is defined as the percentage of new participants who graduate with an associate's degree, or receive a certificate, within four reporting years and transfer from a 2-year to 4-year institution by the beginning of the next academic year after receiving the associate's degree or certificate. For a detailed description on how the graduation and/or transfer rate was calculated, please see the Appendix, under ***"How are the Associate's Degree or Certificate Attainment/Transfer Rates Calculated?"***

Note: A project first funded in 2010-11 is not eligible to earn PE points for this criterion in the 2011-12 assessment year.

2011-12 Prior Experience (PE) Assessment Score: Associate's Degree or Certificate Attainment and Transfer from 2-year to 4-Year Institution Maximum Points Allowed: 2					
Cohort Year	**Number of Participants in Cohort†**	**Number Attaining Associate's Degree or Certificate and Transferring from a 2-year to a 4-year Institution**	**Approved Associate's Degree/Certificate and Transfer Objective**	**Actual Associate's Degree/Certificate and Transfer Attainment Rate**	**PE Points Earned**
2008-09	110	3	30%	3%	0

†The cohort is defined as the number of new participants served in the Cohort Year.